



Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

Meeting Date: Tuesday, March 4, 2025
Time: 4:00PM
Location and: 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.

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10. By-Laws

- A. **By-Law 6-2025** 35
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Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority for March 4, 2025.

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Tuesday, April 1, 2025
Tuesday, May 6, 2025
Tuesday, June 3, 2025
Wednesday, July 9, 2025
Wednesday, August 13, 2025
Wednesday, September 10, 2025
Tuesday, October 7, 2025
Tuesday, November 4, 2025
Tuesday, December 2, 2025

12. Adjournment



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, February 4, 2025

Time: 4:00 PM

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

Attendance

Board Members:

Gary McNamara – Chair	County of Essex
Hilda MacDonald	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Madison Mantha	Project Lead
Heather Girard	Administrative Assistant

City of Windsor Staff:

Tony Ardovini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services

County of Essex Staff:

Melissa Ryan	Director of Financial Services/Treasurer
Claire Beddington	Deputy County Solicitor
David Sundin	Solicitor/Director, Legislative and Community Services

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Mark McKenzie	City of Windsor
Mark Spizzirri	Manager of Performance Management and Business Case Development

1. Call to Order

The Chair called the meeting to order at 3:57 PM.

2. Declaration of Pecuniary Interest

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

3. Approval of the Minutes

Moved by Kirk Walstedt

Seconded by Hilda MacDonald

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated January 7, 2025, be **approved and adopted**.

**17-2025
Carried**

4. Business Arising from the Minutes

No items were raised for discussion.

5. Waste Diversion

A. Tender Award for Windsor Source Separated Organics Transfer Station Retrofit

The General Manager presented the report and recommended that the Board award the request for tender to TCI Titan Contracting Inc. (**TCI Titan**). The tender closed January 16, 2025, and in total, five (5) bids were received with the lowest bid submitted by TCI Titan. A large increase over the expected budget of approximately \$800,000 was observed. She expressed that Administration used the engineering consultant (Stantec) to form the 2025 budget estimate.

The General Manager reminded the Board of the approved funding strategy. She noted that funds were earmarked within the Equipment Replacement Reserve for the replacement of recycling equipment however due to the windup of the recycling program, the equipment is considered surplus. The funds are to be redirected to fund the retrofit project. The balance of the costs will be funded by a loan from Authority reserves and repaid over a 20-year period. As a result of the additional cost, the annual loan repayment amount is estimated to increase by \$40,000 per year however the impact will not be realized until 2026.

The General Manager noted that bids did come in higher than budget however, all submissions were within 2-3% of the lowest bid. She added that Administration worked with Stantec to identify the reasons for the cost differential and the rationale was primarily caused by a lack of competition within the mechanical subcontractor bid item.

The General Manager indicated that the procurement policy allows Administration to enter into discussions with the lowest bidder to negotiate the terms of the Contract. As part of the negotiations, Administration will seek to identify potential cost savings with TCI Titan. She expressed and acknowledged that the costs are high.

The General Manager spoke to some cost-saving measures which included pausing on building the Essex SSO Transfer Station building. This original recommendation for constructing the Essex SSO Transfer Station building came from EXP's SSO Collection Strategic Plan report. Administration's rationale for postponing the project is attributable to having enough capacity to accept the program tonnages at the new Windsor facility with no significant impact on any contractual obligations between EWSWA and SSO curbside collection contractor (Miller Waste Systems).

The General Manager restated Administration's recommendation.

The Chair asked if there were any questions.

Mr. Morrison asked about the mechanical subcontractor and why there is no competition. Further, he asked what percentage of the costs made up the mechanical subcontracting portion and if Administration could look to identify further savings.

The General Manager expressed that the portion represented a significant amount, and further noted the general lack of skilled trades available in certain areas. Further, the General Manager explained that Administration had requested TCI Titan review the scope of work and identify any additional cost savings. Any savings would be brought back to the Board for information once more information is available.

Mr. Morrison expressed concern regarding the tight timeline and he does not want to hold up the approval for this project.

The General Manager noted that Administration is requesting that the Board approve the recommendation to award the RFT to TCI Titan and that any price adjustments would be brought back to the Board for information.

Mr. Kaschak agreed that TCI Titan was a good company to work with. He asked if the Authority is still taking red box material collected from the curb and delivering the material to the fibre building or are the recycling trucks combining the two stream materials. He asked what was happening with the material recovery facility (MRF) buildings.

The Manager of Waste Diversion responded that the fibre MRF building is now decommissioned and any materials arriving from the Non-Eligible Source program are being deposited in the container building. This fibre building will purely be an SSO transfer station building.

There were no further questions.

Moved by Gary Kaschak

Seconded by Jim Morrison

That the Board **award** the Request for Tender 2024-11-18 for the Source Separated Organics Transfer Station Retrofit to TCI Titan Contracting Inc. with an upset limit in the amount of \$4,516,709.44 (plus HST) and that the chair and General Manager be authorized to enter into an agreement in accordance with the tender documents.

**18-2025
Carried**

6. Waste Disposal

A. Regional Landfill Remaining Lifespan

The Manager of Waste Disposal presented the report regarding the remaining lifespan of the Regional Landfill. He spoke to the report noting that the original landfill was designed to accept waste for approximately 25 years from the time the Regional Landfill began accepting waste. He highlighted that waste diversion efforts have greatly prolonged the projected lifespan with the anticipated closing date being 2040.

The Manager of Waste Disposal spoke to the Regional Landfill's design and expressed that new technologies have aided waste compaction levels. He noted that the higher compaction also contributed to the added life of the landfill.

He brought attention to select graphs and charts located within the report. He concluded by expressing that the 2040 closure date does not take into consideration the impact of the new green bin program and/or an increase in the region's population. This report presents no financial implications.

Mr. McKenzie acknowledged Administration's efforts to divert waste and assist with prolonging the life of the landfill. He asked if there is anything the Authority is not doing and what might be the next things the Authority can do to extend the life of the Regional Landfill.

The Manager of Waste Disposal explained that other diversion methods could be expanded. The example provided was the recycling of mattresses as he explained, the waste material type is problematic for landfilling operations. Another notable way to expand the life of the landfill is by educating the public on best diversion practices. He reiterated that all recycling efforts preserve the life of the landfill.

The Manager of Waste Diversion added that communication about diversion may result in behavioural changes. The launch of the Green Bin program should aid in the efforts to promote waste diversion. She anticipates the Green Bin promotion and education campaigns should aid in promoting diversion keep waste out of the landfill.

Mr. Morrison asked if Administration is comfortable with extending the anticipated 2040 closing date of the landfill. He wondered how the organic efforts would impact the closing date.

The General Manager stated that the landfilling tonnages have fluctuated more over recent years. She highlighted that the Regional Landfill received fewer vines in 2024 than in past years. Adding that the Green Bin participation levels will be more challenging in 2025 however, tonnages will be better understood in 2026 given the program rollout dates. She expressed that the landfill closing date is a moving target and Administration will bring new figures forward to the Board when Administration is prepared to do so.

Mr. Akpata joined the meeting at 4:22 pm.

The Chair expressed that if the population in the region continues to grow the anticipated 2040 closing date may still reign true but did agree that the Green Bin program will help divert landfill tonnages thereby prolonging its life.

There were no further questions.

Moved by Rob Shepley

Seconded by Kirk Walstedt

That the Board receive this report as information.

**19-2025
Carried**

B. Operational Update: Reverse Osmosis Plant at the Regional Landfill

The Manager of Waste Disposal presented an update on the Reverse Osmosis Plant at the Regional Landfill. The Reverse Osmosis leachate treatment plant at the Essex-Windsor Regional Landfill began full-scale operation in April 2024 with Rochem providing technical assistance as needed. Operational improvements and targets for 2025 were discussed. A permeate retention pond was built for the purpose of holding more capacity.

The long-term leachate plan is to discharge permeate to the stormwater system eliminating the current need to truck and treat the leachate. The Authority has retained the contractor RWDI to assist with this project.

There was no financial impact as the costs were included in the 2024 and 2025 operational budgets. He brought the Board's attention to the financial chart highlighting that permeate trucking and treating will continue until the Ministry

of Environment and Parks approves the discharge to the stormwater system. The Windsor pollution control agreed to accept more permeate loads at the plant.

Mr. Shepley asked if in the future the Authority will need a larger plant.

The Manager of Waste Disposal stated that in order to meet the current leachate volumes, multiple larger plants would need to be considered. He expressed that potentially two (2) 75,000 Gal units would be needed to manage the current leachate volumes. The existing plant is smaller at only 50,000 Gal.

Mr. Shepley acknowledged that Regional Landfill continues to produce leachate so he believes it is a wise investment.

The Manager of Waste Disposal reminded the Board that the Regional Landfill is estimated to produce leachate for an estimated 100-years based on the contaminating life span reports performed at closed landfills 2 and 3.

There were no further questions.

Moved by Hilda MacDonald

Seconded by Rob Shepley

That the Board receive this report as information.

**20-2025
Carried**

7. Finance and Administration

A. Approval Status of the 2025 EWSWA Budget

The Manager of Finance and Administration presented the approval status of the EWSWA 2025 budget. The budget was fully approved by the Windsor City Council at the January 27, 2025 meeting.

Moved by Gary Kaschak

Seconded by Michael Akpata

That the Board **receive** the report as information.

**21-2025
Carried**

8. New Business

No new business presented.

9. Other Items

No other items raised for discussion.

10. By-Laws

A. By-Law 4-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

That By-Law 4-2025, Being a By-Law to **authorize** the Execution of an Agreement with TCI Titan Contracting Inc. for the Source Separated organics Transfer Station Retrofit with an upset limit in the amount of \$4,516,709.11 (plus HST).

**22-2025
Carried**

B. By-Law 5-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

That By-Law 5-2025, 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 4th day of February, 2025.

**23-2025
Carried**

11. Next Meeting Dates

Tuesday, March 4, 2025

Tuesday, April 1, 2025

Tuesday, May 6, 2025

Tuesday, June 3, 2025

Wednesday, July 9, 2025

Wednesday, August 13, 2025

Wednesday, September 10, 2025

Tuesday, October 7, 2025

Tuesday, November 4, 2025

Tuesday, December 2, 2025

12. Adjournment

Moved by Gary Kaschak

Seconded by Michael Akpata

THAT the Board stand **adjourned** at 4:34 PM.

**24-2025
Carried**

All of which is respectfully submitted.

Gary McNamara
Chair

Michelle Bishop
General Manager



Essex-Windsor Solid Waste Authority Administrative Report

February 19, 2025

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Michelle Bishop, General Manager
Meeting Date: Tuesday, March 04, 2025
Subject: Circular Materials Notice Re. Single-Stream Recycling

Purpose

The purpose of this report is to provide information to the Board regarding correspondence received from Circular Materials (CM) on October 10, 2024, regarding the change from a dual-stream recycling system to a single-stream recycling system effective January 1, 2026, for all Eligible Sources (ES) in the City of Windsor (Windsor) and the seven County of Essex (County) municipalities.

Background

Single versus dual-stream (or two-stream) recycling has been highly debated since the inception of Blue Box recycling programs. Dual-stream recycling emerged in the late 1990s as municipalities sought to enhance recycling rates, reduce contamination in recyclables and thereby increase revenue.

While dual-stream recycling has initial higher start-up demands such as infrastructure, equipment and public education campaigns, this approach has lower processing costs over the long term as it generates:

- **Higher Quality Recyclables:** Source separation at the curb by residents reduces contamination levels and leads to higher quality end-products which increase marketability and generates revenue.
- Improves **Recycling Rates:** Typically, higher recovery rates are found with dual-stream systems.
- **Reduces Processing Costs:** Source separated materials at the curb can lower processing costs as they are already separated into fibre and container streams, so they generally sort easier through a one-time process

line versus running material through a second time to capture recyclables that may be hidden in combined streams.

- **Less Wear on Equipment:** As container materials such as glass are not prevalent in the fibre stream and are removed early on in the container sorting process, there is less wear on sorting machinery, belts, and baling equipment. Thus, reducing equipment repair, extending equipment lifespan and ultimately minimizing program costs.
- **Less Residue:** Sorting of single-stream materials is more challenging as paper and container properties are very different, and nesting or hiding of materials during sorting is known to occur. Therefore, there tends to be higher end-of-line residuals and lower capture of valuable recyclables or increased processing as residuals may need to go through another process to remove any valuable recyclables.

That being said, some benefits have also been identified with single-stream programs such as:

- **Reduced Collection Costs:** In a single-stream system, mixed recyclables are tossed into the same compartment in recycle collection trucks. This also avoids the scenario where one compartment may fill quicker than the other in a dual-stream truck, causing that truck to dump when both compartments are not completely full.
- **Reduced Space Requirements:** Dual-stream systems require more space for **households** to store both bins, which can be a challenge in some urban areas.
- **Potential for Public Confusion:** Residents may struggle to understand the **separation** requirements in a dual-stream program which may lead to contamination if not well-communicated.
- **Convenience:** For some people single-stream recycling is simpler to do if they have never used a dual-stream system.

In early pre-transition municipal meetings chaired by Circular Materials, they communicated that the preferred recycling program was a dual-stream program. Further, there were discussions that municipalities that operated single-stream programs may be required to change their program in 2026 (Full Extended Producer Responsibility-EPR) to a dual-stream program.

Despite this information, correspondence was received from Circular Materials on October 10, 2024, confirming that the Essex-Windsor region will be changing to a cart-based single-stream recycling system in 2026. Further, Authority Administration was advised they intend to distribute blue 95-gallon carts to households in the fall of 2025 to support their January 2026 launch.

As a result, Authority staff communicated their disappointment and concerns with Circular Materials' direction for two key reasons:

1. Residents and businesses of Essex-Windsor do an excellent job sorting; the 2022/2023 curbside waste audit found that 96% of recyclables found in the Red Box were correct and 83% of recyclables found in the Blue Box were also correct. This means that residents are carefully separating at the curb and hold value to source separate their waste which is fundamental to the success of any effective solid waste management program. Changing to a single-stream may confuse residents and/or upset their established values associated with responsibly separating materials at the curb.
2. Essex-Windsor will be experiencing significant changes to many waste collection programs in the next 2 years; the Authority is launching a Green Bin Program in 5 municipalities in fall 2025, and the remaining 3 municipalities in fall 2026, and further, the City of Windsor is shifting from weekly garbage collection to bi-weekly garbage collection in 2025. Even with proper Promotion and Education (P&E) plans, these changes will be challenging to communicate. Given that an additional change to a waste management program will occur, this will add more complexity to resident communications and potential engagement. Complex messaging may jeopardize residential uptake of the new single-stream program and new programs like the Green Bin Program.

Despite many of the reasons captured in this report that identify dual-stream as generating positive outcomes, due to EPR, Circular Materials is ultimately responsible for administering the Common Collection System in Ontario on behalf of producers effectively and efficiently that supports producers to reach their capture targets.

Discussion

On November 6, 2024, Authority Administration had the opportunity to meet with CM's operations staff to attempt to resolve a number of questions and concerns about the logistics and impacts of switching to a single-stream program in January 2026. While CM staff were able to answer some questions, many remained unresolved. A request was made by Authority Administration to have a full response by November 20, 2024. After follow-up communication, as no response was received by that date, CM staff noted that the team was focused on January 2025 transitioning communities and would respond at a later date.

Follow up calls and emails in February 2025 have failed to resolve outstanding issues to Administration's satisfaction and have resulted in further concerns. While CM has stated that they are working through these logistical matters internally with their collection contractor and will provide a response at a later date,

Administration believes it is crucial to address these issues promptly to ensure a smooth transition for residents and to minimize any potential negative impacts on the Essex-Windsor Regional Landfill as a result of their direction.

The following table outlines the concerns raised by Authority Administration and their status.

Concern	Circular Material's Response
The timing of the single-stream launch may confuse residents with the Green Bin Program launch and cart roll-out.	CM can not delay the rollout of the single stream carts and it will take effect on January 1, 2026. The reasoning as discussed is that the current trucks servicing the current two stream box program are scheduled to be used elsewhere. Therefore, there is not the required equipment to accommodate a delay.
How will Circular Materials address capacity issues in households that normally require more than one cart to set out their recycling? Will loose cardboard be allowed alongside the 95G cart?	<p>CM's collection contractor will be responsible for assessing on a case-by-case basis if residents need additional carts; essentially, they will confirm that the excess is not a result of poor sorting/putting non-acceptable materials out for recycling, if it is they will educate, and then if an additional cart is needed, residents will be able to purchase an additional cart.</p> <p>CM has now confirmed that their collection contractor will not be collecting loose cardboard at the curb.</p>
What is the plan to reuse/recycle currently used recycling boxes/carts that may not be compatible with the new 2026 program? How will Circular Materials be accountable to ensure that these resources are properly repurposed/recycled and ultimately not disposed of in the Essex-Windsor Regional Landfill?	CM has stated that the bins are not "their" assets so it is their position that the communications regarding what to do with them is not their responsibility and further they should not be communicating on something that is not theirs. They have offered to collaborate on this messaging and are willing to support communications that the Authority may choose to take on (such as how to repurpose a bin, a take-back program, etc.)

Concern	Circular Material's Response
CM has noted that collection schedules for the Blue Box Program in the Region will change in 2026. In order to support best practices, Administration has requested assurance that the new collection days will align with Green Bin collection.	Authority Administration has provided CM with the Green Bin Program collection days through the 2025 calendar and is waiting for a formal response from CM regarding the collection schedule.

Given the information above, in the absence of adequate responses from CM staff members, Administration recommends that formal communication be issued to the CM President and Board of Directors. Attached to this report is a proposed letter to be issued, with the letter being signed by the Authority Chair, Vice-Chair and General Manager. A response is requested by April 11, 2025.

Financial Implications

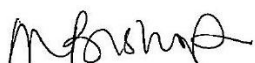
There are no immediate financial implications at this time, however, it should be noted that any recyclable material left curbside has a strong likelihood of being set out with residential mixed waste. This will result in increased tipping fees for the City of Windsor and seven County of Essex local municipalities, as well as a potential increase in collection costs.

Further, since the majority of mixed waste is consolidated at Authority Transfer Stations, additional costs will be incurred to needlessly transport this material which will ultimately consume expensive airspace at the Essex-Windsor Regional Landfill.

Recommendation

That the Board **receive** this report as information and **direct** Administration to issue formal communication co-signed by the Authority Chair, Vice-Chair and General Manager to Circular Materials requesting a timely resolution to all outstanding concerns regarding recycling program changes being implemented on January 1, 2026.

Submitted By



Michelle Bishop, General Manager

February 26, 2024 [DRAFT]

Allen Langdon, President & CEO
Circular Materials Ontario
700-1 St. Clair Avenue
Toronto, ON M4V 1K6
allen.langdon@circularmaterials.ca

Dear Mr. Langdon,

RE: Request for Additional Information Regarding Transition to Single-Stream Recycling Collection in Essex-Windsor

We are reaching out to formally express our concerns regarding the transition of Essex-Windsor's Blue Box Program from a dual-stream box system to a single-stream cart system effective January 1, 2026. While we have had a number of conversations with Circular Materials' (CM) staff particularly over the last few months, we felt it important to raise these issues with you as we know we both want to see a smooth and successful transition of the Blue Box Program and improved environmental outcomes. Further, given the integrated nature of waste management systems, we will need to work together to align operational activities so that both parties arrive at the ultimate goal of capturing divertible materials to keep them out of landfills.

As you may know, the Essex-Windsor Solid Waste Authority ('the Authority') is a municipal agency created by the City of Windsor ("City") and the County of Essex ("County") with the responsibility of providing an economical and environmentally conscious integrated solid waste management system for the Region that includes the City and the seven County municipalities including Amherstburg, Essex, Kingsville, Lakeshore, LaSalle, Leamington, and Tecumseh. Prior to August 28, 2024, the Authority managed and operated the residential Blue Box Program for this Region.

While we understand that the Blue Box Program is transitioning from municipal government responsibility to producers, we want to ensure this transition meets the requirements set out in the regulation, as well as the environmental and financial objectives stated by the government.

1. Provision of adequate blue box receptacles

Under the Blue Box Regulation, CM is required to:

- 22.(c) provide blue box receptacles for the storage of blue box material at the residence until the blue box material is collected and, when it has provided such receptacles, shall*
 - (i) provide blue box receptacles that are appropriate for the residence, **including with respect to size** [emphasis added],*
 - (iii) ensure that each residence has a blue box receptacle that **is able to ordinarily store all of the blue box material deposited at that residence until the next collection day** [emphasis added]*

The Authority has concerns that based on CM's proposed approach (i.e., assessing the need for carts on a case-by-case basis and requiring residents to buy another cart if they have more than one 95-gallon cart's worth of material) it will not be compliant with this particular provision and will result in materials being disposed of in garbage or end up as litter in the community. Based on the Authority's experience of operating this program for over two decades, the Authority is

aware that many Essex-Windsor residents use two 95- or 65-gallon recycling carts, both of which are filled every two weeks.

2. Collection of all blue box materials set out

Under the Blue Box Regulation, CM is required to:

*22(b) collect, in a single day, **all blue box materials set out for curbside collection at the residence** [emphasis added]*

From the most recent feedback received from CM staff, it does not appear that CM's proposed approach will be compliant as loose or bundled materials such as cardboard will not be collected at the curb by their service provider. The Authority's Blue Box Program has always allowed residents to place bundled cardboard at the curb, a long-standing and effective practice that the Authority worked hard to achieve through public education and enforcement efforts.

3. Alignment of collection days and operational communication

CM has also informed the Authority that collection schedules for the Blue Box Program in the Region will change in 2026. The Authority is seeking confirmation of this change and is requesting assurance that the new collection days align with the new Green Bin Program and garbage collection schedules to support best practices in residential waste management (where applicable). As both parties are aware, participation rates are closely linked to having the collection of waste streams on one day, thereby aligning these services would lend to optimal results for both parties and the Region. Please note that the requested 2025 schedules (which include early 2026) have been shared with CM's promotion and education team who committed to sharing this internally.

While the obligations for producers managing curbside recyclables and municipal governments managing all other residential wastes differ, residential waste management systems are integrated and it is essential to maintain open lines of communication between the organizations. As has been communicated to CM staff, Essex-Windsor will be experiencing significant changes to many waste collection programs between 2025 and 2026; the Authority is launching a Green Bin Program in 5 municipalities in fall 2025 (including the City), and the remaining 3 municipalities in fall 2026, and further, the City is shifting from weekly garbage collection to bi-weekly garbage collection in 2025. Even with proper promotion and education plans, these changes will be challenging to communicate. The additional change to the recycling system from dual to single-stream will add more complexity to resident communications and potential engagement. Complex messaging may jeopardize residential uptake of the new single-stream program and new programs like the Green Bin Program. The Authority requests that CM establish a dedicated working group to support the successful transition of these programs and to ensure clear, coordinated communication between all entities throughout this period of change.

Of more urgent issue is communication in relation to the transitioned assets (blue and red boxes) based on CM's plan to transition from a box-based system to a cart-based system. There is a strong risk that the materials will be discarded as waste and sent to the landfill if a proper mechanism is not in place to collect these materials from residents. CM has offered to collaborate on public communication efforts, which the Authority appreciates; however, the Authority emphasizes that starting this collaboration as soon as possible is essential - particularly to clarify what role, if any, is expected from the Authority.

4. Ability to meet performance targets

Finally, it would be remiss not to express the Authority's concern with CM's decision to move away from a dual-stream system. While the Authority understands that this is a decision for producers to make, it does not appear to align with producers' goals to improve environmental outcomes and meet legislative requirements.

Essex-Windsor's 2022/2023 curbside waste audit found that 96% of recyclables set-out in the Red Box were correct and 83% of recyclables set out in the Blue Box were also correct. This indicates that residents are carefully separating at the curb and hold value to source separate their waste, which is fundamental to the success of any effective solid waste management program.

Numerous studies, including a recent study¹ co-funded by CM, show the advantages of dual-stream systems particularly for hard to recycle materials like flexible packaging. It is hard to understand why CM would move away from a successful system. Choices like this could be easily pointed out as to why CM may have trouble meeting their targets or spending more money than they had initially projected. While we remain skeptical of this decision, the Authority is eager for CM to prove us wrong by meeting the targets established in the regulation. The Authority will remain close observers of the progress in these areas as any Blue Box materials that are not collected by you will be collected at the taxpayers' expense and disposed of at the Essex-Windsor Regional Landfill, the Region's greatest asset that we manage.

The Authority looks forward to your response no later than **Friday, April 11, 2025**. Should you require further information, please contact me by email at mbishop@ewswa.org or by phone at (519) 776-6441 extension 1225.

Sincerely,

Michelle Bishop
EWSWA General Manager

Gary McNamara
EWSWA Board Chair

Gary Kaschak
EWSWA Vice Chair

cc. Ministry of Environment, Conservation and Parks
Resource Productivity and Recovery Authority

¹ PRFLEX: Perfecting the recycling system for flexible plastic packaging in Canada, 2023. Available at <https://plasticspact.ca/prflex-perfecting-the-recycling-system-for-flexible-plastic-packaging-in-canada/>.



Essex-Windsor Solid Waste Authority Administrative Report

February 21, 2025

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

From: Catharine Copot-Nepszy, Manager of Waste Diversion

Meeting Date: Tuesday, March 04, 2025

Subject: Non-Eligible Source Recycling Program Update

Purpose

The purpose of this report is to provide the Board with an update on the Non-eligible Source Recycling (NES) Program and communicate the approach that Administration intends to utilize to facilitate discussion and ultimately the decision on whether to continue providing the service beyond December 31, 2025.

Background

In April 2024, the Board approved the recommendation to continue recycling collection to NES as the transition to Extended Producer Responsibility (EPR) does not include collection locations such as municipal buildings, business improvement areas, post-secondary institutions and other industrial, commercial and institutional (IC&I) facilities, etc.

These facilities previously received collection under the Authority's Blue Box Recycling program and as such, Authority Administration and City of Windsor (City) Administration developed a program to service NES from the region's transition date August 28, 2024 to December 31, 2025 using the City's existing recycling fleet and labour.

As part of the Authority's Material Recovery Facility lease agreement with HGC Management Inc. (HGC), HGC is required to accept and process all NES material collected for the same period of August 28, 2024 to December 31, 2025. The Authority pays HGC a set price per tonne for the processing costs for container

and fibre materials, but also receives revenue for pure cardboard materials when favourable markets prevail.

Discussion

Although Ontario municipalities have strongly advocated to the Ministry of the Environment, Conservation and Parks, the Resource Productivity and Recovery Authority, and Circular Materials (CM) to reconsider their position regarding the inclusion of NESs in the program, CM has communicated that no changes will be considered.

Therefore, a decision is required to determine if the Authority will continue to provide service to the NES sector. To assist in this decision-making process, Authority Administration will be undertaking a detailed analysis and will bring the findings to the Board. The details of the analysis have been consolidated into the following steps:

Step 1: Secure Processing Capacity with the Current Processor HGC

The key component of this decision is the confirmation that the Authority has an outlet to receive and process the material. Discussions will take place with the current processor, HGC, to ensure there is a mutual agreement to extend the existing processing contract. Due to recent information received from HGC, Administration believes that there is little risk in extending the lease agreement with HGC.

Step 2: Collection Options Development and Analysis

The agreement with the City for collection is set to expire on December 31, 2025. This agreement was intended as a short-term solution to bridge the gap in service for NES during the Blue Box Transition, with the hope that potential regulatory changes or political shifts from CM would reinstate NES in residential collection programs, as was the case before Transition. The fleet currently being utilized by the City for collection is nearing the end of its operational life, and significant capital investments would be required to extend the program under a long-term contract.

Given the above, if the decision is made to continue the service, Administration would need to develop a request for tender to ensure NESs continue to be serviced through a competitive procurement process.

Step 3: Data Analysis

This step is currently ongoing. Administration is reviewing tonnage and participation data from the current program, including details on the type of NES customers (municipal facilities, not-for-profits, small and large for-profit, etc.) that are currently included in the program.

The analysis will also include a jurisdictional scan to inform the Board of the decisions of other Ontario municipalities.

Step 4: Program Parameters

Review of service levels such as collection frequency and criteria for NES eligibility, if any changes are needed to the program's acceptable materials list, whether a dual stream program is maintained (or shift to single stream), and lastly a review and analysis of different funding models. The current service is funded from existing Authority operations, such that NESs are not being assessed a direct fee for the service they are receiving.

Step 5: NES at Authority Depots

A similar data review exercise will take place for data and cost analysis to continue accepting NES recyclables at the Authority's three Depots.

Lastly, as part of this review, Administration is considering conducting a survey to the NES group, however, timing and messaging are still to be determined.

Steps 1-5 will take place between now and June. The intent is to have a firm position in June and present the findings to the Board no later than the July meeting. This provides sufficient time to make the necessary notifications and communicate to NES customers well in advance of any changes in January 2026.

Financial Implications

There are several quantitative and qualitative factors that will need to be considered in determining whether or not to continue the service. Administration will provide the Board with the key factors to consider.

The 2024 and 2025 Operational Plan and Budgets included an estimated cost to continue to provide recycling services to NES. The actual cost of service for 2024 will be finalized shortly once the City provides the final 2024 figures, however, no significant variances have been communicated at the time of the writing of this report.

The 2024 actual figures and 2025 estimates will form part of the financial analysis of each of the 5 steps above.

Recommendation

That the Board **receive** this report as information.

Submitted By

A handwritten signature in blue ink, appearing to read "C. Copot-Nepszy".

Catharine Copot-Nepszy, Manager of Waste Diversion



Essex-Windsor Solid Waste Authority Administrative Report

February 24, 2025

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

From: Catharine Copot-Nepszy, Manager of Waste Diversion

Meeting Date: Tuesday, March 04, 2025

Subject: Annual Municipal Calendar Development Process Update

Purpose

The purpose of this report is to update the Board on the new “enhanced” municipal collection calendar process that will be used to develop the 2026 municipal collection calendars.

Background

The annual municipal waste collection calendar has been managed by Authority Administration for over two decades, where the Authority allocates resources (e.g., project management, design, coordination) and budget to support this complex initiative. On average, approximately 164,000 households are mailed a 32-page calendar annually. The Authority also offers this calendar electronically on www.ewswa.org, as well as digitally through the Recycle Coach App, which also supplies digital notifications to remind residents of their collection schedule (if requested).

Each year, Authority Administration works with a staff person from each of the seven municipalities in the County of Essex (County) to design a collection calendar that is unique to each municipality. This complex process is extremely challenging and tasking on Authority resources as it requires ongoing efforts to field questions, delays, back-and-forth edits on text and feature ads from seven different municipalities over a four-month process. As the City of Windsor (City) municipal calendar is designed by the City, the Authority will share information and design pieces from the County calendar process to support the City with their calendar design (as needed). For example, for the 2025 calendar, the Authority

shared the four key milestone ads for the Green Bin Program and advised on when they should be featured in the City's calendar for this regional program. As with any complex process, the calendar development process has been evolving over time to: improve the quality of this product, minimize costs and resources, reduce publication errors, and to ensure that timely delivery is made.

Discussion

As the development of the calendar is a collaborative effort between each municipality and the Authority, many quality control measures are in place. The standard annual calendar process begins in the summer with the Authority developing a request for quotes (RFQ) for the "Design, Production, Printing and Distribution of Collection Calendars for the City and the seven County municipalities". This process successfully awards a contractor who then works hand-in-hand with the Authority to design, produce, print and distribute calendars on time.

During the RFQ process, the Authority is finalizing key documents such as a:

1. Letter of Understanding (LOU): This legally binds the Municipality and the Authority to responsibly fulfill their obligations which are controlled under a three-revision process and one final approval.
2. Municipal Information Form: This acts as a template and guide for municipalities to submit the information that they want to be included in their publication such as council dates, changes to garbage/yard waste/white goods collection, municipal contact, members of council, etc.
3. EWSWA Holiday Facility Schedule: This shares the hours of operation for each of the Authority's sites which gives information on holiday closures so that each municipality can work with their contractor to create their collection schedules. Note that the Authority works directly with Circular Materials for the inclusion of the Blue Box Program information, as well as, Miller Waste Systems for the Green Bin Program collection schedule.

Typically, the LOU and Municipal Information Forms are issued in the summer to start the calendar process and the EWSWA Holiday Facility Schedule is published in the fall. While this process has been extremely successful for many years, recent issues in select municipalities have had the Authority review the existing process to see if there are any opportunities to reduce these errors.

After a thorough review of this process, the following were noted as issues by the Authority and its County municipal partners who met this past January to reflect on the 2024 process:

1. Design timeline needs to be longer (typically 4 months);

2. Excessive edits ranging from 7-10+ edits are requested versus the allocated 3 as prescribed in the LOU;
3. Edits are not clear or final; where, sometimes a comment history is included in data submitted or responses are not definitive to carry into the calendar;
4. Errors with garbage and yard waste collection icons especially during holidays are being published;
5. Edit deadlines and data submissions are late;
6. The Municipal Information Form is submitted incomplete, empty, or has data submitted improperly in the form;
7. There is often a request for just one more edit;
8. The group print deadline was missed due to a late municipal submission; and
9. Municipalities stopping print, after issuing final sign-off, due to concerns with their allocation of collection icons.

To address the above concerns the Authority created an “enhanced” process that most of the municipalities were agreeable to support at the meeting in January.

The group had collaborative discussions on whether the true intent of the original collection calendar was being supported as an abundance of municipal information was now pulling priority away from ensuring the collection schedule was accurate. It was discussed whether this supplemental information even belonged in the calendar, as it can now be found on municipal websites. Ironically, this point of staying true to just publishing collection icons aligns with the Authority’s obligations to simply provide a waste collection calendar, on a one page, two-sided, 8.5” x 11” calendar. During this discussion however, other municipalities voiced concerns with this notion, as their direction was to include secondary information in their calendars and they had been doing this for years.

Further, as a couple of municipalities would be procuring for new garbage and yard waste contracts, both shared concerns with meeting early deadlines; where the Authority did offer support to ensure their needs would be met.

As a result of these discussions, the following is the new 2026 “enhanced” calendar process that prioritizes collection icon review, increases edit timeline, and increases sign-off requirements to ensure a better, quality product is published:

1. Increased timeline from 4 months to 8 months
2. Two Stage Development Process:
 - a. Primary Stage - Focuses on finalizing the “collection icons” for yard waste, garbage, white goods, etc. using 3 drafts. No other data, text, or files will be received during this stage. The LOU will include

- the EWSWA Holiday Facility Schedule to support the municipality and its contractor. This new stage will also include a new municipal sign-off.
- b. Secondary Stage - Focuses on supporting municipalities to finalize text, feature ads, etc., or non-collection icon data using 3 drafts. This stage also includes a Final Draft, before the calendar goes to print.
- 3. Two Sign-offs:
 - a. Primary Stage Sign-off - To ensure that the review of collection icons is prioritized, there will be a required sign-off by municipalities at the end of this stage, which is mandatory to proceed to the Secondary Stage.
 - b. Secondary/Final Stage Sign-off - To ensure that the information submitted in the Secondary Stage is final, as well as it provides one last final review and sign-off of all content in the calendar before it goes to print.
- 4. Collection Icon Colour Standards - With the expansion of the waste collection program (including the new Green Bin Program) the Authority is looking to standardize program icons across the Region to reduce resident confusion, where feasible.
- 5. Contact - The LOU will require municipalities to identify the Lead Hand for the project, as well as who to escalate to in case an issue needs more support.
- 6. Municipal Information Form - This form has been updated to offer space for more information that has been obscurely placed in the wrong fields, as well as refinement to ensure information can be easily transcribed into the calendar.

Next Steps

The Authority is meeting with the County municipalities in the next month to go over the LOU and Municipal Information Form that have been updated as a result of the January meeting. From here, the RFQ will be issued for 2026, and then subsequently municipalities will be sent the 2026 calendar LOU and Municipal Information Forms to start the 2026 development process.

This new “enhanced” process requires commitment from municipalities to take advantage of this new staged approach that guides them to focus on the collection schedule first and then the content (text, features, etc.) second. If this process is diligently followed by all parties, it will yield favourable results.

Financial Implications

At the time of writing this report, there are no financial implications. The 2025 Operational Plan and Budget includes an estimate of \$77,000 for direct production and printing costs paid to the contractor. This figure does not include any staff costs. Circular Material provides compensation of approximately \$38,750 for the development, design, and printing for the recycling content portion of the calendars.

Authority Administration would like to share that staff resources allocated for this initiative are quite intensive to support items such as procurement, proofing, design, production, project management, etc. for a significant portion of the year, especially with the “enhanced” process. As a result, Authority Administration will monitor what this process means to its resources and include any large variances in the 2026 Operational Plan and Budget along with other regular costs associated with this initiative.

Recommendation

That the Board **receive** this report as information.

Submitted By



Catharine Copot-Nepszy, Manager of Waste Diversion



Essex-Windsor Solid Waste Authority Administrative Report

February 21, 2025

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

From: Tom Marentette, Manager of Waste Disposal

Meeting Date: Tuesday, March 04, 2025

Subject: **Budget Update: Cell 5N Construction at the Regional Landfill**

Purpose

The purpose of this report is to request the Board's approval for an increase in the upset limit for the Cell 5N Cell Construction project to cover additional costs due to unexpected increases in estimated sand and unusable soil quantities. Although the completion of this project is not expected until approximately July 2025, the project will exceed the original upset limit previously approved by the Board. This report provides a revised estimated final cost and details on some of the major cost increases.

Background

The Board approved Administration's recommendation to award the Request for Tender (RFT) for the construction of Cell 5 North at the Regional Landfill to Sterling Ridge Infrastructure Inc. on July 10, 2024. The award was for a cost with an upset limit of \$12,035,300 plus HST.

Discussion

Construction of Cell 5 North began in July 2024 and was progressing well up until winter conditions in December 2024 slowed progress. Activities are still being completed as weather permits, with the anticipated completion being delayed to July of this year.

The original quantities used for the development of the procurement documents were provided by the Authority's engineering consultant, WSP. It has been identified that some of the quantities provided within the Tender may not have accurately reflected the actual quantities and are higher than initially calculated.

As such, the Authority requested WSP prepare a detailed estimate of the project's final cost including all work to date and anticipated future work.

Table 1 has been included to provide a summary of the cost increases compared to the original tender estimates. Further, the most significant items have been detailed below (6, 8, 9, 28a & 28c) with the corresponding financial information presented in Table 1 on page 5;

Item 8. Earth excavation and grading of Cell 5 North including disposal of excavated materials or on-site placement.

- A large portion of the Cell 5 North area was previously excavated (2003-2004) and backfilled with an unusable sandy clay mixture.
- Due to the quality of the soil in Cell 5 from previous excavation & backfill, large quantities of soil are being excavated from this cell and disposed of in other areas of the landfill property where they will not impact any future expansion of the landfill.
- Other disposal areas include offsite stockpiling of excavated soil, additional capping of landfill side slopes and areas of the landfill where settlement has occurred. In addition, areas being excavated to obtain brown clay for project use are also being filled with unusable soils.
- Brown clay, normally excavated from the top layer of the cell is used to backfill manholes, construct berms within the cell or for other structural purposes. However, due to the previous excavation of Cell 5, brown clay quantities are limited.
- With the lack of brown clay for structural purposes in the cell excavation area, brown clay would have had to be imported at an increased cost. Instead, brown clay is being excavated in other areas of the landfill as designated by the Authority as a cost-saving measure.

Item 9. Provisional Item: Over-excavation of Cell 5 North to remove unsuitable material (sand) and backfill with suitable blue/gray clay material, including water for compaction.

- Additional quantities of sand mining in the cell floor and sidewalls is being required to remove sand/gravel material and replace it with blue clay (dense clay soil to seal the landfill) to prevent migration of leachate.

- Sand deposits found anywhere in the new cell, require over excavation of at least 1 meter deeper and these areas must be replaced with compacted blue clay.

Item 28a. Clay capping of designated landfill area (Cells 2, 3 and 4), brown clay may be arranged by EWSWA.

- Capping areas were expanded to smooth out grade changes due to settlement, improve side slope grading for maintenance and utilize excess soil.

Item 28b. Topsoil

- Topsoil areas were expanded to include the increased area for clay capping.
- Due to the lack of available topsoil for this project, the Authority leveraged the County Infrastructure Department for the supply of topsoil from other local infrastructure projects.

Item 28c. Fertilize and seed top soiled / capped area of the landfill.

- As final capping areas expanded, the need for additional topsoil and seeding increased. Where existing side slopes were re-graded, existing topsoil was salvaged.
- See Table 1 on page 5 for financial details on "Other project costs (County of Essex – Top Soil)".

In order to mitigate the financial impact of the items listed above, Authority Administration has reviewed all project deliverables to determine potential cost savings opportunities. Below are a number of cost savings items that have already been performed as well as items that will be removed from the scope of work.

Provisional tender items (10,14, 37 & 38) were included as part of the project but were completed by the Authority as cost savings measures. The items are detailed below including the financial information presented in Table 1 on page 5;

Item 10. Provisional Item: Extra cost, if any, associated with additional waste excavation on east side of Cell 4 North (waste covering, odour and litter control).

- This item was removed as a cost savings measure. The Authority will remove interim waste cover material prior to landfilling at a later date once operations begin in cell 5N.

Item 14. Provisional Item: Remove existing clay berm between Cell 4 North and Cell 5 North and construct floor clay liner then reconstruct the clay berm.

- This item was removed as a cost savings measure. The clay berm will be removed by the Authority at a later date during landfilling operations.

Item 37. Earth shallow excavation (Cell 3 North area) and stockpile on site.

- This provisional item was for the excavation, hauling and placing of contaminated soil that was disposed of in previous years. The Authority leveraged its own equipment, operators and staff to excavate and re-locate this material so that landfilling operations could continue and to build the terrain required to support the new access roads and provide finished surfaces for final capping.
- Pre-excavation of this material was completed as a cost savings measure and was essential to the timeline of the project.

Item 38. Provisional Item: Earth shallow excavation (Cell 4 North area) and stockpile on site.

- This provisional item was for the excavation, hauling and placing of contaminated soil that was disposed of in previous years. The Authority leveraged its own equipment, operators and staff to excavate and re-locate this material so that landfilling operations could continue and ensure adequate air space until the new cell is completed.
- Pre-excavation of this interim cell cover material was completed by the Authority as a cost savings measure.

Other Reductions

The remaining tender items were included as part of the project but were removed from the scope of work by the Authority as cost savings measures. Table 1, pg. 5 identifies the significant cost increase compared to the original tender estimates. Further details of the most significant items have been detailed below.

Item 2a. Resurface road west of maintenance building

- This item was removed.

Item 22b. Resurface road 'C'

- This item was removed.

Item 22c. Resurface road 'D'

- This item was removed.

Item 26. Landfill gas collection system

- Pipe specification was changed to provide additional cost savings.

Item 47. Provisional Item: Labour and Equipment Contingency Allowance

- Onsite labour and equipment will not be utilized.

TABLE 1 – SUMMARY OF SIGNIFICANT CHANGES TO THE TENDER PRICE

ITEMS THAT INCREASED THE SCOPE OF WORK					
Item #	Description	Original (Qty.)	Revised (Qty.)	Change (Qty.)	Variance (\$)
6.0	Clay stockpile removal	41,500 m ³	45,956 m ³	4,456 m ³	\$24,500
8.0	Earth excavation and grading	400,600 m ³	566,307 m ³	165,707 m ³	1,118,526
9.0	Remove sand and backfill with clay	40,000 m ³	50,000 m ³	10,000 m ³	130,000
18.0	Pre-cast concrete manhole	2	3	1	70,265
28A	Clay capping of landfill area	26,500 m ³	91,010 m ³	64,510 m ³	387,060
28B	Topsoil	75,000 m ²	115,592 m ²	40,592 m ²	365,086
28C	Fertilize and seed	75,000 m ²	115,592 m ²	40,592 m ²	131,924
Other A	Dewatering & leachate control	-	-	-	202,027
Other B	Clay mining/hauling	-	-	-	178,398
Other C	Raise manholes, concrete & structures	-	-	-	85,319
Other D	RO pond/mine	-	-	-	70,530
Other E	Contingency sand mining	-	-	-	44,543
Other F	Road repair/const.	-	-	-	148,010
Other G	Other increases	-	-	-	90,053
Sum of items that increased the Scope of Work					\$3,046,241
ITEMS THAT DECREASED THE SCOPE OF WORK					
Item #	Description	Original (Qty.)	Revised (Qty.)	Change (Qty.)	Variance (\$)
37.0	Earth shallow excavation cell 3N	60,000 m ³	360 m ³	(59,640) m ³	(\$360,822)
38.0	Earth shallow excavation cell 4N	15,000 m ³	5,235 m ³	(9,765) m ³	(70,796)
50.0	Other savings (gas collection system)				(121,305)
22 & 24	Road resurfacing				(158,047)
	Other reductions				(188,446)
Sum of items that decreased the Scope of Work					(\$899,415)
Net dollar change					\$2,146,826
Less allocated contingency					(\$1,000,000)
Sum of Tender changes (excl. HST)					\$1,146,826

Financial Implications

The estimated financial impact due to the changes in the scope of work will result in \$1,146,826 excluding HST of additional costs to the Cell 5 North construction project. If the changes in the scope are fully realized, the original project cost of \$12,035,300 excluding HST will increase to \$13,182,126 excluding HST.

The approved funding strategy for the Cell 5 North construction includes a draw of \$3,980,170 from the Future Cell Development Reserve (FCDR) with the remaining costs funded through a loan from the FCDR. The reserve will be repaid through annual payments over the expected life of the cell plus interest. Due to the increased costs, the total amount to be loaned from the reserve will increase as will the corresponding annual payments. There are no financial implications to the 2025 Operating Plan and Budget, the final increase in loan principal payments will be calculated once the project is complete and will form part of the 2026 Budget figures. As part of the 2026 Operating Plan and Budget, Administration will endeavour to provide the Board with cost-saving measures and/or other revenue-generating strategies that aim to reduce the financial impact associated with the increased cost of the project.

Recommendation

That the Board **approve** the request for an increase in the upset limit for the Regional Landfill, Cell 5 North Construction (Tender Contract 9-2024) with a revised upset limit from \$12,035,300 (plus HST) to \$13,182,126 (plus HST).

Submitted By



Tom Marentette, Manager of Waste Disposal



Essex-Windsor Solid Waste Authority Administrative Report

February 27, 2025

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

From: Steffan Brisebois, Manager of Finance and Administration

Meeting Date: Tuesday, March 04, 2025

Subject: Appointment of External Auditor 2025 to 2029

Purpose

The purpose of this report is to recommend the Board approve the reappointment of KPMG LLP (**KPMG**) as the Essex-Windsor Solid Waste Authority (the **Authority**) external auditor for a five-year term commencing on January 1, 2025.

Background

KPMG was appointed the Authority's external auditor for the service period of January 1, 2021 to December 31, 2024. In addition, KPMG was the external auditor for the County of Essex (**County**) and the City of Windsor (**Windsor**) at that time. As the external auditor, KPMG expressed the opinion that the Authority's financial statements present fairly, in all material respects, the financial position of the Authority each year of the audit.

The 1994 Agreement that created the Authority states that a financial audit of the Authority's accounts be completed annually. Historically, the Authority has taken advantage of the County's purchasing power in attaining a reasonable audit fee. Further, since the Authority's financial statements are consolidated with the County and the City, using the same auditor provides efficiency during the audit process and cost-savings.

Discussion

The Authority's contract with KPMG will expire on December 31, 2024. As part of the Authority's joint efforts to secure an external auditor with the County, County

Administration requested on behalf of the Authority that KPMG provide a total cost for auditing services. The request was for a five-year term commencing on January 1, 2025 and ending on December 31, 2029. The cost to the Authority for KPMG's external auditing services per fiscal year are summarized in **Table 1**.

Table 1: Auditor Fee Schedule

Fiscal Years	Auditor Fees
2025	\$17,000
2026	\$18,000
2027	\$19,000
2028	\$20,500
2029	\$22,000

Administration is requesting that the Authority use Procurement Policy #008-21 Part 5 (Excluded Professional Services) point 4 to reappoint KPMG LLP as the Authority's corporate auditor and forgo a formal competitive procurement. Professional services can be excluded from competitive procurement on account of point 4 of the procurement policy which reads that:

"Financial Services respecting the management of government financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information Services, whether or not delivered by a financial institution."

Authority and County Administration can attest that KPMG have demonstrated in their services that they:

- Demonstrate experience in providing audit services and professional accounting advice;
- Develop auditing techniques and establish a sound system of control and audit performance review;
- Provide substantial resource/support services to meet the full scope of the Authority's audit-related needs;
- Ensure staff continuity with experienced, qualified audit professionals;
- Exhibit a comprehensive understanding of municipal financial reporting requirements;
- Demonstrate in-depth knowledge of legislation relevant to the municipal operating environment; and

- Offer competitive fees.

At the February 19, 2025 meeting, Essex County Council approved the reappointment of KPMG as the County's external auditor for a term of five years commencing January 1, 2025.

Financial Implications

The 2025 Operational Plan and Budget included an estimate of \$15,000 for annual audit fees, the actual cost of \$17,000 for 2025 will result in a (\$2,000) unfavourable variance. The subsequent year's fees will be included in future operating budgets.

Recommendation

That the Board **approve** the reappointment of KPMG LLP as the Essex-Windsor Solid Waste Authority external auditor for a five-year term commencing on January 1, 2025.

Submitted By



Steffan Brisebois, Manager of Finance and Administration



**Essex-Windsor Solid Waste Authority
By-Law Number 6-2025**

**Being a By-Law to Reappoint KPMG LLP as the
Essex-Windsor Solid Waste Authority External Auditor
for a Five-Year Term Commencing on January 1, 2025**

WHEREAS the Essex-Windsor Solid Waste Authority Administration has reappointed KPMG LLP as the Authority's external for a five-year term commencing on January 1, 2025.

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

THAT KPMG LLP be reappointed as the Authority's external auditor for a five-year period commencing on January 1, 2025.

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

ESSEX-WINDSOR SOLID WASTE AUTHORITY

**Gary McNamara
EWSWA Board Chair**

**Michelle Bishop
General Manager**

**Read a First, Second and Third Time, Enacted and Passed
this 4th Day of March, 2025.**



Essex-Windsor Solid Waste Authority By-Law Number 7-2025

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.

Gary McNamara
EWSWA Board Chair

Michelle Bishop
General Manager

**Read a First, Second and Third Time, Enacted and Passed This 4th Day of
March, 2025.**