



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: September 15, 2020

Time: Regular Session – 4:00 PM

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

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

Attendance

Board Members:	Fabio Costante	City of Windsor
	Gary Kaschak - Chair	City of Windsor
	Kieran McKenzie	City of Windsor
	Jim Morrison	City of Windsor
	Ed Sleiman	City of Windsor
	Marc Bondy	County of Essex
	Aldo DiCarlo – Vice Chair	County of Essex
	Hilda MacDonald	County of Essex
	Gary McNamara	County of Essex (Ex-Officio)
EWSWA Staff:	Eli Maodus	General Manager
	Michelle Bishop	Manager of Finance & Administration
	Tom Marentette	Manager of Waste Disposal
	Cathy Copot-Nepszy	Manager of Waste Diversion
	Teresa Policella	Executive Secretary
City of Windsor Staff:	Natasha Couvillion	Manager of Performance Measurement & Financial Administration
	Anne Marie Albidone	Manager of Environmental Services
	Tony Ardovini	Deputy Treasurer Financial Planning
	Dwayne Dawson	Executive Director of Operations
County of Essex Staff:	Mary Birch	Director of Council & Community Services/Clerk
Others:	Mike Rende	Environmental 360 Solutions Inc.
Absent:	Drew Dilkens	City of Windsor (Ex-Officio)
	Cindy Becker	Financial Planning Administrator
	Sandra Zwiers	Director of Financial Services/Treasurer

1. Call to Order and Roll Call of Board Members

The Chair called the meeting to order at 4:02 PM.

Roll Call of Board Members Present:

Marc Bondy - Yes

Fabio Costante - Yes

Aldo DiCarlo - Yes

Gary Kaschak - Yes

Hilda MacDonald - Yes

Kieran McKenzie - Yes

Gary McNamara - Yes

Jim Morrison - Yes

Ed Sleiman – Yes

2. Declaration of Pecuniary Interest

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

3. Approval of the Minutes

A. August 5, 2020 Regular Meeting Minutes

Moved by Gary McNamara

Seconded by Marc Bondy

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated August 5, 2020, be approved and adopted.

**52-2020
Carried Unanimously**

4. Business Arising from the Minutes

No items were raised for discussion.

5. Correspondence – No items

There were no correspondence items for consideration.

6. Delegations – No items

There were no delegations present.

7. Waste Disposal – No items

There were no items for discussion.

8. Finance and Administration**A. Six-month Financial Report**

The Manager of Finance referred to page six of the agenda package. The report details a six-month financial review for January to June 2020. She stated that the total revenue for this six-month period was approximately \$840,000 higher than budgeted. She described some of the significant items. Municipally delivered waste tipping fees generated approximately \$60,000 higher revenue than budgeted. This favourable variance was offset due to the reduction in revenue of approximately (\$135,000) from residential tipping fees due to the closure of the Authority depots due to COVID. Additional waste was collected at curbside from residents instead of residents delivering the material to Authority depots.

The Manager of Finance stated that ICI tipping fee revenue was approximately \$546,000 more than budgeted due to large volumes of contaminated soil delivered from a local construction project. She noted that this project is complete and those revenues will not continue. She stated that there was a loss of (\$91,000) of revenue from ICI customers due to the closure of the Windsor Public Drop Off due to COVID.

The Manager of Finance stated that revenue from the sale of recyclable materials was \$174,000 higher than budgeted for the first six months of 2020 due to the fact that the Authority was able to receive favourable pricing for paper products due to COVID.

The Manager of Finance stated that the Authority has received notice from Stewardship Ontario that the actual amount that the Authority will receive is \$2.9 million dollars in Blue Box funding for 2020 which is approximately \$500,000 more than was included in the budget. The first payment was received in June.

The Manager of Finance stated that some expenditure increases are due to insurance, utility and security costs.

The Manager of Finance also stated that the Regional Landfill compensation is higher than budgeted due to the additional tonnages delivered to the Regional Landfill for disposal.

The Manager of Finance stated that the MHSW program is run by contract staff and savings were realized when the Windsor Public Drop Off Depot was closed due to COVID.

The Manager of Finance stated that leachate hauling expenditures are higher than budgeted.

The Manager of Finance stated that there was an estimated \$422,000 favourable variance for the period of January to June 2020 compared to budget and a full 2020 projection will be presented as part of the 2021 budget deliberation.

Mr. McNamara asked if there were any anticipated changes to volumes being delivered as more business are back to work.

The Manager of the Finance stated that for recycling operations the Authority is still receiving strong OCC pricing. She noted that what was concerning is that plastic prices have fallen below budgeted figures. She also noted that some tonnage figures are down. The Authority has had some trouble selling some products due to over saturated paper markets. She also stated that the Authority is not seeing any significant unfavourable variances in regards to landfill operations.

Moved by Ed Sleiman

Seconded by Hilda MacDonald

THAT the Board receive the January to June 2020 – Six Month Operations Financial Review report as information.

**53-2020
Carried Unanimously**

B. Legal Invoices

The General Manager stated that it is standard that the Authority bring forward legal invoices to the Board for approval. The cost of the first invoice is higher than normal as the Authority lawyer reviewed legal documents and the RFP document pertaining to Recycling Processing and Repairs and Maintenance.

Moved by Gary McNamara

Seconded by Ed Sleiman

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

**54-2020
Carried Unanimously**

9. Waste Diversion

A. Blue Box Draft Regulation Re: Transition to Producers

The General Manager referred to page 12 of the agenda package. The purpose of the report is to provide an update related to where the Province is in regards to the Blue Box Regulation. He noted that attached to the report is an email from the Environment Minister giving thanks to those that participated in all meetings from mid-December

2019 to early-June 2020. The stakeholder groups participated in meetings to discuss concerns. The Ministry facilitated the meetings for that seven to eight-month period.

The General Manager stated that he participated in the meetings as attended by other municipal representatives. The Ministry then gathered all stakeholders together related to the various discussion topics. The groups discussed the following topics:

- What products and/or packaging materials must be managed?
- What sources must be collected from?
- What would be the minimum standard of service. For example, in Essex-Windsor collection takes place every 2 weeks while in some Ontario municipalities it is collected every week.

The General Manager also noted that the Ministry was considering the following:

- That recycling should take place anywhere where it is currently being undertaken, for example, schools.
- The Ministry states that they are still looking at how certain areas are being collected.

The General Manager noted that also attached to the report are questions that were presented to the Minister at the AMO conference.

The Chair asked if there were any questions.

Mr. McKenzie asked if we have any concerns at this time that would affect us operationally. He stated that one of the major concerns is if recycling collection will still take place where it is being collected now. The Provincial appointed Special Advisor recommended in 2019 this and the municipalities concur with this. The General Manager stated that the next item municipalities are waiting for is the transition date to producers. He noted that currently net blue box costs are split 50-50 with the producers and the municipalities. The municipalities have to forecast these numbers in their budgets. The General Manager anticipates all municipalities will be advised of their transition date by the end of the year or early 2021. Transition is scheduled to occur during the period 2023-2025.

Mr. McKenzie asked if clarity is given by the Provincial government on how the funds are going to be collected and distributed to the producers. Mr. McKenzie asked if there is a concern or do we know how that is going to look. The Province is not going to say how it is going to be paid for. The province is not interested in collecting fees and distributing. There won't be an agency to distribute the funds.

Moved by Marc Bondy

Seconded by Gary McNamara

THAT the Board receive the Blue Box Draft Regulation Re: Transition to Producers report as information.

**55-2020
Carried Unanimously**

B. Waste Reduction Week – October 19-25

The Manager of Waste Diversion stated that the report is provide information to the Board regarding upcoming Waste Reduction Week activities scheduled in October. She stated that the Authority has scaled back on events but the digital promotion will be enhanced, for example, through the Recycle Coach app and social media.

The Manager of Waste Diversion stated that due to the cancellation of the Truckload Sale in May due to COVID, the Authority will hold a small sale event at the Windsor Public Drop Off. In order to follow safety protocols, the public will have to register for the event and advise what items they want to purchase. They will be given a scheduled appointment time to pick up their items. She stated the goal is to provide a safe environment for staff and the public. She also noted that staff will be on-site at this event to answer any questions.

Mr. Kaschak commented that he has seen a lot of residents have the larger recycling carts. He asked if the recycling carts will be sold at the sale.

The Manager of Waste Diversion stated that they will not be sold at the event as the sale will be more focused on selling products for organics, for example composters and green digesters along with rain barrels.

Mr. DiCarlo stated that rain barrels were brought up at the last Amherstburg Council meeting. He asked if there could be sale on rain barrels closer to County residents.

The Manager of Waste Diversion stated that the rain barrels are purchased through the City of Windsor. She noted that the Authority is trying to be more spread out around the County and will look to have a similar sale event at a County location. She also stated that maybe Home Hardware can sell them as they sell other EWSWA products.

Moved by Kieran McKenzie

Seconded by Aldo DiCarlo

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

**56-2020
Carried Unanimously**

C. Award of Recycling Processing and Repairs and Maintenance RFP

The Manager of Waste Diversion stated that she will explain the report in detail due to the lateness of the Board receiving the report prior to the meeting.

The Manager of Waste Diversion stated that the purpose of the report is to award the Request for Proposals for the Provision of Labour, Rolling Stock, Tools and Other Supplies for Processing Two-Stream Blue Box Recyclable Materials and Repairs and Maintenance of Processing Equipment in Material Recovery Facilities located in Windsor. She stated that it is the Authority's recommendation to award the RFP to HGC Management Inc. for the period of December 1, 2020-December 31, 2022 with options for extension in years 2023-2027. The cost for the period December 1, 2020 – December 31, 2022 is \$5,478,000 excluding HST. The total cost is \$19,572,000 excluding HST for all years.

The Manager of Waste Diversion stated that a recent Board meeting in July the Board approved the Authority's recommendation to issue an RFP. The RFP was posted on the Bids and Tenders Procurement portal on the County of Essex website and closed on September 9, 2020. She stated that the contract with the current contractor, Windsor Disposal/GFL, will expire on November 30, 2020.

The Manager of Waste Diversion stated that the RFP was advertised on the Bids and Tenders portal on the County of Essex website, EWSWA website, MERX, Biddingo, Windsor Star and County newspapers (Amherstburg, Leamington, Essex, Harrow). She also stated that emails were also sent directly to ten companies, the Ontario Waste Management Association of Ontario, Recycling Council of Ontario and the Canadian Plastics Industry Association.

The Manager of Waste Diversion stated there were 14 plan takers of the RFP, however, on September 9, 2020, five bid packages were submitted. The submissions were reviewed for compliance and no issues were found with the five submissions. The companies who made submissions were 1869096 Ontario Ltd. (Canadian Transfer), Environmental 360 Solutions, GFL Environmental Inc., Halton Recycling Ltd. (dba. Emterra Environmental) and HGC Management Inc.

The Manager of Waste Diversion stated the highest combined Technical and Financial score was obtained by HGC Management Inc. The Manager of Waste Diversion stated that the contract term puts the Authority in line with the transition to the producers.

The Manager of Waste Diversion stated that HGC has been in business for 30 years. HGC provided similar service to EWSWA in the mid to late 1990's.

Moved by Marc Bondy

Seconded by Gary McNamara

1. **THAT** the Authority Board award the Request for Proposals (RFP) for the Provision of Labour, Rolling Stock, Tools and Other Supplies for Processing Two Stream Blue Box Recyclable Materials and Repairs and Maintenance of

Processing Equipment in Material Recovery Facilities (MRFs) located in Windsor to HGC Management Inc.

2. **THAT** the Authority Board authorize the Chair and General Manager to execute a contract to engage HGC Management Inc. for the initial term of December 1, 2020-December 31, 2022 at a total price of \$5,478,000 excluding HST for that 25-month term for additional optional terms as may be required in the future but only to December 31, 2027.

57-2020
Carried Unanimously

10. Other Items

Mr. Costante put forth the following motion:

Moved by Fabio Costante

Seconded by Kieran McKenzie

THAT "Administration to report back at the October 2020 meeting EWSWA's plan for a regional food and organic waste collection service to ensure we meet legislated deadlines."

Councillor/Board Member Costante stated further that "The intent of the motion is to get a process initiated to examine, on a regional basis, an EWSWA plan and to set out a framework for how we will proceed in the coming years. i.e. setting up a task force, timelines, etc."

58-2020
Carried Unanimously

11. By-Laws

A. By-Law 13-2020

Moved by Ed Sleiman

Seconded by Marc Bondy

THAT By-Law 13-2020, Being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and HGC Management Inc. for the Provision of Labour, Rolling Stock, Tools and Other Supplies for Processing Two-Stream Blue Box Recyclable Materials and Repairs for Maintenance and Processing Equipment in Material Recovery Facilities.

59-2020
Carried Unanimously

B. By-Law 14-2020

Moved by Ed Sleiman

Seconded by Marc Bondy

THAT By-Law 14-2020, Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority.

**60-2020
Carried Unanimously**

12. Future Meeting Dates

Tuesday, October 6, 2020

Tuesday, November 3, 2020 – 2021 Budget Deliberation Meeting

Tuesday, December 1, 2020

13. Adjournment

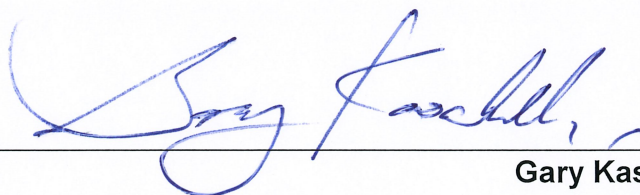
Moved by Aldo DiCarlo

Seconded by Ed Sleiman

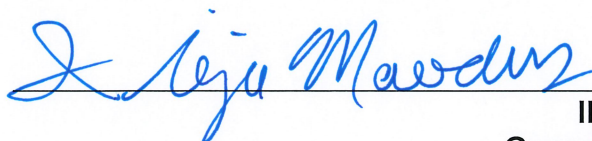
THAT the Board stand adjourned at 5:12 pm.

**61-2020
Carried Unanimously**

All of which is respectfully submitted.



**Gary Kaschak
Chair**



**Ilija Maodus
General Manager**