



Essex-Windsor Solid Waste Authority

Regular Board Meeting

MINUTES

Meeting Date: Tuesday, February 2, 2021

Time: Regular Session - 4:00 P.M.
In-Camera Session – Immediately following Regular Session

Location and Meeting Instructions: Meeting to take place via Zoom
Board Members and Staff will receive e-mail notification which will include log-in instructions

Anyone from the public or media wishing to be able to listen to the meeting is required to send an e-mail request to the Authority's General Manager Eli Maodus at emaodus@ewswa.org by 11:00 AM of the meeting date. Log-in 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:	Aldo DiCarlo – Chair	County of Essex
	Marc Bondy	County of Essex
	Hilda MacDonald	County of Essex
	Gary McNamara	County of Essex (Ex-Officio)
	Leo Meloche	County of Essex
	Gary Kaschak – Vice Chair	City of Windsor
	Kieran McKenzie	City of Windsor
	Jim Morrison	City of Windsor
	Ed Sleiman	City of Windsor
EWSWA Staff:	Eli Maodus	General Manager
	Michelle Bishop	Manager of Finance & Administration
	Cathy Copot-Nepszy	Manager of Waste Diversion
	Tom Marentette	Manager of Waste Disposal
	Teresa Policella	Executive Secretary
City of Windsor Staff:	Anne Marie Albidone	Manager of Environmental Services
	Tony Ardovini	Deputy Treasurer Financial Planning
	Dwayne Dawson	Executive Director of Operations
	Natasha Gabbana	Manager of Performance Measurement & Financial Administration
	Stacey McGuire	Project Administrator
County of Essex Staff:	Mary Birch	Director of Council & Community Services/Clerk
	Sandra Zwiers	Director of Financial Services/Treasurer
Others:	Gord Bacon	AM800
Absent:	Drew Dilkens	City of Windsor (Ex-Officio)
	Cindy Becker	Financial Planning Administrator

1. Call to Order

The Chair called the meeting to order at 4:12 p.m.

Chair welcomed everyone to the Zoom meeting and thanked everyone that was involved in organizing the Board meeting as a Zoom meeting as all prior meetings were conducted via teleconference.

2. Roll Call of Board Members Present

Marc Bondy – Present

Aldo DiCarlo – Present

Gary Kaschak – Present

Hilda MacDonald – Present

Kieran McKenzie – Present

Gary McNamara – Present

Leo Meloche - 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**A. December 1, 2020 Regular Meeting Minutes**

Moved by Marc Bondy

Seconded by Gary Kaschak

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated, December 1, 2020 be approved and adopted.

**6-2021
Carried**

B. January 5, 2021 Regular Meeting Minutes

Moved by Marc Bondy

Seconded by Gary Kaschak

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated, January 5, 2021 be approved and adopted.

**7-2021
Carried**

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

There were no correspondence items for consideration.

7. Delegations

There were no delegations present.

8. Waste Disposal

A. Board appointment to the Landfill Liaison Committee for 2021

The Manager of Waste Disposal stated that the purpose of this report is to request that a Board Member, who is not from the Town of Essex, to be appointed to the Regional Landfill Liaison Committee. The Board's appointment for 2020 was Board member Marc Bondy.

The Manager of Waste Disposal explained that the Environmental Compliance Approval for the Regional Landfill stipulates the establishment and maintenance of a Landfill Liaison Committee (LLC). The purpose of the committee is to review and make comment on any activities with the Regional Landfill site. The committee is comprised of the following members:

- One member from the EWSWA Board that is not a municipal council member from the host municipality, namely the Town of Essex. The term for this member is one year.
- Two members from the host municipality, namely the Town of Essex. The term for these members is term of council. Currently these members are Ms. Kim Verbeek and Mr. Richard Meloche.
- One Ministry of the Environment representative appointed by the District Manager. Currently the representative is Vanessa Lubieniecki, Senior Environmental Office, Windsor office.
- Four resident representatives from the "Schedule A" are as defined in the Compensation Policy. The term for these members is 3 years. The resident members are Mr. Ted Polewski, Ms. Susan Morand, Ms. Louise Masse and Mr. Richard Colenutt.

The Manager of Waste Disposal stated that the committee meets four times per year.

Mr. McNamara nominated Mayor Marc Bondy.

The Chair asked Mr. Bondy if he accepts the nomination.

Mr. Bondy accepted the nomination.

Moved by Gary McNamara

Seconded by Leo Meloche

THAT the Board appoint Marc Bondy, Mayor of LaSalle, who is not a member of the Council of the Town of Essex, to the Landfill Liaison Committee for a term of 1 year.

**8-2021
Carried**

B. Auto Shredder Residue Agreement Extension

The General Manager stated that the report is to recommend that the Board approve a two-year extension agreement between the Authority and Ridge (Chatham) Holdings LP for Ridge to provide the Authority with Auto Shredder Residue (ASR). The current contract expires May 31, 2022. The ASR is used to cover the refuse at the end of each day in order to control odour, vermin, blowing litter and to form a base upon which heavy equipment can operate.

The General Manager stated that the Authority was approached by Ridge to seek an extension of 2 years. The General Manager also stated that operationally it is beneficial for the Authority as the agreement results in approximately \$320,000 per year in revenue.

Moved by Kieran McKenzie

Seconded by Marc Bondy

THAT the Board approve a two-year extension agreement between the Authority and Ridge (Chatham) Holdings LP for Ridge to provide the Authority with Auto Shredder Residue (ASR) to May 31, 2024. The agreement calls for Ridge to pay the Authority \$8/tonne for a minimum of 40,000 tonnes per contract year June-May, to a maximum of 60,000 tonnes.

THAT the Chair and General Manager be authorized to sign said extension agreement.

**9-2021
Carried**

9. Waste Diversion

A. Award of White Goods Collection Tender

The Manager of Waste Diversion stated that the purpose of the report is to present the results of the Request for Tender (RFT) for white goods collection and recycling in the County municipalities and the collection of refrigerants from Authority Drop-Off Depots and to recommend that the contract be awarded to Recycling Makes Cents Ltd.

The Manager of Waste Diversion stated that an RFT was published through the Authority's website, Biddingo, MERX, Bids & Tenders, the Windsor Star, county newspapers and social media. The RFT was also directly emailed to various local waste companies. Due to the growth of the program with all municipalities participating except Lakeshore, a tender was issued due to the potential dollar value exceeding \$50,000, per EWSWA policy. The Authority included Lakeshore in the RFT in case they chose to participate in the program once their current contract expires.

The Manager of Waste Diversion stated that the bid from Recycling Makes Cents was the only bid received. She noted that this is not unusual for this type of work.

The Manager of Waste Diversion stated that the estimated annual value of the contract is \$66,547. The price per stop for White Goods collection has increased \$4/stop to \$23/stop. This has no financial implications on the Authority budget as this cost is a direct charge to each municipality. The collection price per unit containing a refrigerant from an EWSWA depot has increased from \$3/unit to \$20/unit collection price for a total price of \$26,320. The 2021 budget included an estimate of \$25,000.

Moved by Gary McNamara

Seconded by Hilda MacDonald

1. THAT the Authority accept the bid of \$23 per stop from Recycling Makes Cents Ltd. for the Collection and Recycling of White Goods in the County of Essex (minus the Municipality of Lakeshore) and enter into a contract for the term from February 22, 2021 until March 31, 2023 with options to extend the contract at the absolute unfettered discretion of the Authority for three (3) additional one-year periods under the same terms and conditions.
2. THAT the Authority accept the bid of \$20 per unit from Recycling Makes Cents for the Collection of Refrigerants from the Windsor and Kingsville Drop-Off Depots and the Regional Landfill and enter into a contract for the term from February 22, 2021 until March 23, 2023 with options to extend the contract at the absolute unfettered discretion of the Authority for three (3) additional one-year periods under the same terms and conditions.

**10-2021
Carried**

10. Finance and Administration

A. 2021 Revenue Update

The Manager of Finance referred to page 21 of the agenda package. She stated that the report is to update the Board regarding significant budget estimates that were used to prepare the 2021 budget.

The Manager of Finance stated the significant items are as follows:

- **Waste Disposal - Tipping Revenue**

The large volume waste hauler that was included in the estimates for tonnage figures for 2021 has not renewed their contract with the Authority at this time. The Authority believes that the waste hauler will deliver some material but it is unclear on the amount of material that will be received. The revenue figure included in the budget is not expected to be achieved without this customer entering into a formal agreement. The Authority believes that the customer may still deliver some material to the landfill in 2021 but is unsure of what this volume will be. She noted that if the amount of vines that were delivered in 2020 were to be delivered in 2021, this would generate a net revenue of \$95,000.

- **Waste Diversion - Blue Box Funding**

The 2021 figures have been posted by RPRA and the Authority will receive \$3.35 million in Blue Box funding. This is \$535,000 more than received in 2020. These figures had not been published at the time the 2021 budget was prepared. The 2020 figure was used as a placeholder in the 2021 budget until the 2021 figure was released.

- **Waste Diversion - Grinding and Hauling of Organic Material**

The Board approved the award of a new contract at the December 1, 2020 meeting which will result in approximately \$75,000 in savings for the 2021 year.

The Manager of Finance stated that the increase in Blue Box funding and savings from the new contract will offset the loss of tipping revenue for 2021 and it is anticipated at this time there will not be a material impact on the budgeted operational deficit for 2021. She noted that she will provide the Board with an update at 3 months and 6 months.

Mr. McKenzie asked if there was any idea why the large volume waste hauler is not delivering their waste to the Authority or where they are bringing their waste.

The Manager of Finance stated that the large volume customer brings most of their waste to the United States so it is assumed that is where they are going with the material.

Mr. McNamara asked what is episodic waste.

The Manager of Finance stated that episodic waste is waste that does not come from a regular customer. Periodically, the Authority receives material from one-off projects, for example, a demolition project that was not anticipated. Also, small customers that deliver waste from a one-time clean up is considered episodic waste.

Mr. Kaschak asked if the Authority anticipates increases in the amount of contaminated soil to be delivered.

The Manager of Finance stated at this time the Authority has not been made aware of any upcoming projects. She noted that customers have to complete a Waste Characterization form and approval is required prior to the contaminated soil being delivered to the landfill. The Manager of Finance stated that 500 tonnes of contaminated soil had been received in January.

Mr. Sleiman asked how much does the Authority charge when a commitment is received from a contractor or company that they will be delivering a certain amount of material of a certain type of contamination.

The Manager of Finance stated that contaminated soil is billed at a set rate as approved by the Board. Any soil that falls in the category of contaminated soil is billed at this rate. She stated that there is no negotiating the rate based on the level of contamination. The other soil material that the Authority receives is called clean clay. This is material that is not contaminated and can be used for cover material or to build slopes at the landfill. Clean clay is material that can be used to benefit operations and save the Authority costs as it would not have to be purchased at a later date. She stated that there are two fees for soil, one for clean clay at \$10/tonne and the other for contaminated soil at \$35/tonne.

Moved by Kieran McKenzie

Seconded by Gary Kaschak

THAT the Board receive the Update Regarding Revenue Estimates Included in the 2021 Budget Document report as information.

**11-2021
Carried**

B. Legal Invoices

Moved by Ed Sleiman

Seconded by Marc Bondy

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

**12-2021
Carried**

C. Staff Changes

The General Manager referred to the report on page 25 of the agenda package.

The General Manager stated that the Board might have noticed advertisements in the paper for staff.

The General Manager stated that the one staff member is retiring and another tendered his resignation.

Mr. McKenzie asked if there is an acknowledgement for long service employees.

The General Manager stated that a small gift is provided and a certificate from the County signed by the Warden.

Moved by Ed Sleiman

Seconded by Gary McNamara

THAT the Board receive the Non-Union Staff Changes report as information.

**13-2021
Carried**

11. Other Items

No other items were raised for discussion.

12. By-Laws**A. By-Law 2-2021**

Moved by Jim Morrison

Seconded by Gary Kaschak

THAT By-Law 2-2021, Being a By-Law to Authorize Agreement with Recycling Makes Cents Ltd. for the Collection and Recycling of White Goods in the County of Essex (Excluding Windsor).

**14-2021
Carried**

B. By-Law 3-2021

Moved by Jim Morrison

Seconded by Gary Kaschak

THAT By-Law 3-2021, Being a By-Law to Authorize an Extension Agreement with Ridge (Chatham Holdings) LP for Disposal of Auto Shredder Residue at the Regional Landfill.

**15-2021
Carried**

C. By-Law 4-2021

Moved by Jim Morrison

Seconded by Gary Kaschak

THAT By-Law 4-2021, 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 2nd day of February, 2021.

**16-2021
Carried**

13. Future Meeting Dates

Tuesday, March 2, 2021

Wednesday, April 14, 2021

Tuesday, May 4, 2021

Tuesday, June 1, 2021

Tuesday, July 6, 2021

Wednesday, August 11, 2021

Wednesday, September 15, 2021

Tuesday, October 5, 2021

Tuesday, November 2, 2021

Tuesday, December 7, 2021

14. Motion to Move to In-Camera

Moved into In-Camera at 4:41 pm

Moved by Ed Sleiman

Seconded by Marc Bondy

THAT the Board move into a closed meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended for the following reason:

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

**17-2021
Carried**

15. Adjournment

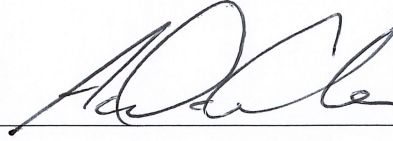
Moved by Leo Meloche

Seconded by Hilda MacDonald

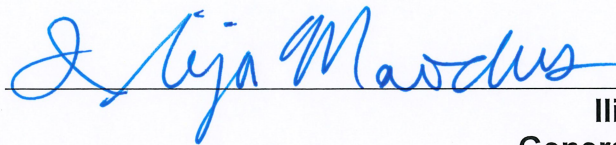
THAT the Board stand adjourned at 5:14 pm

**18-2021
Carried Unanimously**

All of which is respectfully submitted.



Aldo DiCarlo
Chair



Ilija Maodus
General Manager