



Administrative Report

Office of the Director, Financial Services/Treasurer

To: Warden MacDonald and Members of Essex County Council

From: Melissa Ryan, CPA
Director, Financial Services/Treasurer

Date: Wednesday, December 20, 2023

Subject: Regional Waste Initiative Cost Report Regarding By-Law 2023-40

Report #: 2023-1220-FIN-R24-MR

Purpose

The purpose of this report is to disclose costs incurred on the Regional Waste Initiative, including costs of administration and consultants of both the Essex Windsor Solid Waste Authority and the County of Essex as requested through resolution #317-2023 at the County Council meeting on Wednesday, November 1, 2023.

Background

The Essex-Windsor Solid Waste Authority (EWSWA) is a Joint Board of Management created by the Corporation of the County of Essex and the Corporation of the City of Windsor pursuant to a 1994 agreement, to establish, operate and manage the Regional Landfill, recycling and waste diversion programs.

With the exception of waste collection, all other waste programs are already managed on a regional basis, including:

- Regional promotion & education programs (Recycle Coach app, collection calendars, etc.)
- Regional landfill management
- Regional leaf and yard waste composting
- Regional appliance (aka White Goods) pickup
- Regional recycling collection and processing
- Regional depots for disposing of waste, recyclables, electronics, chemicals, etc.

At the June 15, 2022 County Council meeting, Essex County Council unanimously resolved the following: That Essex County Council direct Administration to work with the Essex Windsor Solid Waste Authority (EWSWA) to prepare a report on potential cost savings to be realized by transferring the jurisdiction of garbage collection from local municipalities to the County and ultimately to EWSWA, to manage garbage collection services for the County municipalities. And further that, Essex County Council direct Administration to conduct consultations and seek formal concurrence from each local municipality, in accordance with Section 189(2) of the Municipal Act, 2001, to transfer the jurisdiction of garbage collection, and examine the individual potential impacts of recovering fees for all waste and/or organic collection and disposal from a user fee pay system to a tax levy billing system.

Discussion

Following the resolution that passed on June 15, 2022, a comprehensive project timeline and plan were developed and set into motion. This strategic framework served to guide the effort and activities of staff.

Some of the tasks included:

- Review of existing by-laws and EWSWA creation of documents to determine process for regionalization.
- Inquiry, compilation and analysis of individual collection contracts to determine feasibility of regionalization.
- Correspondence, calls, meetings with individual municipal staff regarding collection contracts.
- Development of a Regional Municipal Working Group.
- Various meetings with County municipal Administration re. regional waste/organics discussions.
- RFP development, issue, evaluation and award to EXP Services Inc. (EXP) for a "Review of Existing Municipal Waste Collection Logistics and Transfer Sites and Development of a Strategic Plan as it relates to the Commencement of an Organic Waste Collection Program and Regional Solid Waste Collection Program".
- Data compilation from the EWSWA, City, and County municipalities to provide to EXP.
- EXP fieldwork, meetings, site visits, report review, presentations.
- Various meetings with Regional CAOs group.
- Agenda preparation and attendance at various Municipal Working Group meetings.
- Preparation of reports, presentations, travel and attendance at individual municipal Council meetings.

- Preparation of reports, presentation and attendance at County Council meetings and EWSWA Board meetings.
- Research, calls, emails with other municipalities in Ontario.
- Development of FAQ documents and infographics.
- Media requests and response.

Various EWSWA and County personnel actively participated in these tasks, ensuring their effective completion to convey accurate information to municipalities. These efforts were aimed at supporting local municipal decision making.

Financial Implications

The financial implications associated with undertaking the Regional Waste Initiative are outlined in the table below. The projected total cost for this initiative is estimated to be approximately \$198,500. These costs include the value of various EWSWA staff including the General Manager, Manager of Finance/Administration, Manager of Waste Diversion Manager, Manager of Waste Disposal and Executive Assistant.

Additionally, the value of several County of Essex staff, specifically, the Interim Chief Administrative Officer (CAO), Director, Financial Services/Treasurer, County Solicitor, and Communications staff are included in this analysis. Third party costs for consultants, including EXP and Birett have also been included.



It is important to note that staff time provided is an estimate and daily logs for each staff member were not kept throughout the initiative. Furthermore, these figures do not account for any local municipal costs incurred as a result of the review.

Consultations

Michelle Bishop, General Manager ESWWA

David Sundin, County Solicitor

Recommendation

That Essex County Council receive the report, Regional Waste Initiative Cost Report Regarding By-Law 2023-40, for information purposes.

Approvals

Respectfully Submitted,

Melissa Ryan

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A