



# Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

**Meeting Date:** Tuesday, February 6, 2024

**Time:** 4:00 PM

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

## Attendance

### Board Members:

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

### 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
Teresa Policella	Executive Assistant

### City of Windsor Staff:

Shawna Boakes	Executive Director of Operations
Anne-Marie Albidone	Manager of Environmental Services
Tony Ardovini	Deputy Treasurer Financial Planning
Mark Spizzirri	Manager of Performance Management and Business Case Development

### County of Essex Staff:

Mary Birch	Director of Council & Community Services/Clerk
Melissa Ryan	Director of Financial Services/Treasurer

### Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
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**1. Call to Order**

The General Manager called the meeting to order at 3:59PM.

**2. Welcome to New Board Member**

The General Manager welcomed Board Member Councillor Fred Francis. Mr. Francis will be Windsor's 5<sup>th</sup> representative for 2024 and 2026. She thanked Mr. Walstedt for being on the Board for 2023. Mr. Walstedt will return to the Board in 2025.

**3. Election of Chair and Vice Chair for 2024**

The General Manager stated that per the agreement between the City of Windsor (City) and the County of Essex (County) that created the Authority, the positions of Chair and Vice Chair rotate between the City and the County on a yearly basis. She noted that for 2024, the Chair will be a City of Windsor Board member and the Vice Chair will be a County of Essex Board member.

The General Manager called for any declarations of pecuniary interest in regards to the elections of the Chair and Vice Chair. None were noted.

The General Manager called for nominations for the position of Board Chair among the City of Windsor representatives.

Board Member Kieran McKenzie nominated Board Member Gary Kaschak for Board Chair.

The General Manager called three (3) additional times for nominations for the position of Board Chair. There were no other nominations.

The General Manager asked Mr. Kaschak if he would stand for the position of Board Chair.

Mr. Kaschak accepted the nomination as Board Chair.

The General Manager declared Mr. Kaschak as Chair for 2024.

The General Manager asked for a motion for the nominations for Chair to be closed.

Moved by Rob Shepley

Seconded by Gary McNamara

**THAT** Gary Kaschak is named as Board Chair for the period ending December 31, 2024.

**1-2024  
Carried**

The General Manager called for nominations for Vice Chair among the County of Essex representatives.

Board Member Hilda MacDonald nominated Board Member Gary McNamara for the position of Vice Chair.

The General Manager called three (3) additional times for nominations for the position of Board Vice Chair. There were no other nominations.

The General Manager asked Mr. McNamara if he would stand for the position of Board Vice Chair.

Mr. McNamara accepted the nomination of Board Vice Chair.

The General Manager declared Mr. McNamara as Vice Chair for 2024.

The General Manager asked for a motion for the nominations of Vice Chair to be closed.

Mr. McNamara acknowledged the passing of Carl Davison, former Colchester North Mayor and extended condolences to his family. He noted Mr. Davidson's leadership and his leadership in getting the Regional Landfill in Essex-Windsor area.

Moved by Hilda MacDonald  
Seconded by Rob Shepley

**THAT** Gary McNamara is named as Board Vice Chair for the period ending December 31, 2024.

**2-2024  
Carried**

#### **4. Motion to Move In-Camera**

Moved by Rob Shepley  
Seconded by Gary McNamara

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

- (k) A position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipally or local board.

**3-2024  
Carried**

Moved by Fred Francis  
Seconded by Rob Shepley

**THAT** the EWSWA Board rise from the Closed Meeting at 4:38PM.

**6-2024  
Carried**

**5. 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.

**6. Approval of the Minutes**

Moved by Jim Morrison

Seconded by Mark McKenzie

**THAT** the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated December 5, 2023, be approved and adopted.

**7-2024  
Carried**

**7. Business Arising from the Minutes**

No items were raised for discussion.

**8. Waste Diversion**

A. 2025 Green Bin Program Plan Update

The Manager of Waste Diversion provided an overview and identified the key milestones that have been developed to support the 2025 launch of the Green Bin program. She referred to the graphic on page 15 of the agenda package.

The City and the Authority are both working to secure collection contracts for the weekly curbside collection of Source Separated Organics (SSO), which is the longest lead-time item. The City is currently finalizing its contract. Authority Administration will issue the Request for Proposals (RFP) in early February and will bring forward the recommendation to the Board at the April meeting.

The EXP Services Inc. (EXP.) Strategic Plan report presented in July 2023 recommended that the Authority construct two (2) transfer stations to support the delivery of SSO material. One transfer station would be located in Windsor and the other at the Regional Landfill (RL). The Authority has been working on these projects and has met with the Ministry of the Environment Conservation and Parks (MECP) to discuss these changes. Authority Administration has engaged a consultant to evaluate the feasibility of a transfer station for delivery of SSO at both locations. Administration will bring forward additional information at a future meeting.

Authority Administration will also be working with a marketing consultant to develop a promotion and education (P&E) program to roll out the Green Bin program. The P&E program will begin with the annual Earth Day event in 2024.

Another milestone is the procurement of carts for SSO in the third quarter. The industry standard is to procure carts a year ahead of the launch date. The best practice is to deliver the cart and supplies to residents one month before the program launch.

Authority Administration will continuously evaluate staffing requirements for this program, i.e. P&E, customer service, training, and onboarding in order to launch the program. The Authority will also look at customer service software to track and respond to issues.

There are no immediate financial implications. Any implications will be incorporated into the appropriate budget.

Mr. Morrison asked if Administration is comfortable saying that there are no financial implications in 2024, i.e. down payments. He asked if there should be some costs incorporated in the 2024 budget.

The Manager of Waste Diversion stated that funds have been allocated in the 2024 budget for certain aspects of the program but the majority of the costs will be incurred in 2025. The carts are being procured early so that the Authority is scheduled for delivery for the launch. She noted that collectors typically require no money upfront but will receive payment when the program starts.

The General Manager provided a summary of the costs included in the 2024 Operational Plan and Budget.

The General Manager noted that this will be a new endeavor and there will be new funding. In 2019, the Authority proactively allocated excess funds into a Waste Diversion Reserve. The funds in this reserve will be used for some of the one-time costs required to develop the program. Administration is comfortable with the figures included in the budget document and noted that any additional 2024 expenditures or unbudgeted variances will come from this reserve.

Mr. Shepley asked why Amherstburg, Kingsville and Leamington is starting so much later than the other municipalities.

The General Manager stated that municipalities will begin in late 2025 or when the individual existing waste contracts expire.

Moved by Hilda MacDonald  
Seconded by Rob Shepley

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

**8-2024  
Carried**

B. County Recycling Collection Contract Extension – City of Windsor

The General Manager provided an overview of the report and stated that the expenditure for the extension was included in the 2024 Budget, however, a Board resolution was required to execute the extension document.

Moved by Fred Francis

Seconded by Kieran McKenzie

**THAT** the Board APPROVE the extension and the Chair and General Manager BE AUTHORIZED to sign an extension to the agreement with the City of Windsor to provide recycling collection services in the County of Essex for the renewal period from January 1, 2024 until August 27, 2024.

**9-2024  
Carried**

C. Rural Ontario Municipal Association Conference Delegation Update

The General Manager provided an update regarding the Authority delegation presentation at the Rural Ontario Municipal Association (ROMA) conference on January 23, 2024, regarding the collection of Blue Box materials from Non-eligible sources (NES). The Essex County Warden and Authority Board member Hilda MacDonald, County of Essex CAO, Sandra Zwiers and the Authority General Manager attended the conference to present to Mr. John Yakabuski, Parliamentary Assistant to the Minister and other representatives from the MECP.

The General Manager stated the presentation was very brief but highlighted many of the challenges. She noted some of the comments received.

Mr. Kieran McKenzie noted that the letter received from Mr. Yakabuski did not provide a timeline. He asked if feedback has been received.

The General Manager noted that the letter received was likely the standard letter provided to all delegates. She stated that a follow-up email has been received from a MECP staff member Mr. Marc Peverini asking for additional information regarding the Region's program.

Mr. Kieran McKenzie stated that we have to keep talking about this issue. He asked if the Authority has engaged the local provincial members.

The General Manager stated that letters had been sent to the four (4) local MPPs. She noted that she received a phone call from MPP Andrew Dowie asking how the ROMA delegation went and he said he would provide a letter.

Mr. Dowie is in contact with the MECP and will continue to push forward the issue.

Mrs. MacDonald commended the General Manager's presentation. She commented that the MECP staff were very engaged. She also noted that a response is not always received from these delegations but we still need to do this.

Moved by Hilda MacDonald

Seconded by Fred Francis

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

**10-2024  
Carried**

## **9. Waste Disposal**

- A. Appointment of Board Member to the Regional Landfill Liaison Committee for 2024

The Chair called for nominations to appoint a Board member to the Regional Landfill Liaison Committee.

Kieran McKenzie nominated Board member Michael Akpata.

The Chair called for other nominations.

There were no other nominations.

The Chair asked Mr. Akpata if he accepted the nomination.

Mr. Akpata accepted the nomination.

Moved by Kieran McKenzie

Seconded by Gary McNamara

**THAT** the Board appoint Michael Akpata, who is not a member of the Council of the Town of Essex, to the Landfill Liaison Committee for a one-year term for 2024.

**11-2024  
Carried**

## **10. Update on Reverse Osmosis System (Verbal Report)**

The Manager of Waste Disposal provided an update on the new Reverse Osmosis (RO) system at the Regional Landfill (RL).

On December 22, 2023, the Authority received final contractor verification approval for Hydro One to connect power.

On January 7, 2024, the Rochem containers arrived at the RL from Germany and were lifted into position and three (3) large process water storage tanks were set in place.

Hydro One connected power on January 24, 2024.

As of February 5, 2024, all inter-connection plumbing between the Rochem containers and storage tanks had been completed.

Rochem is scheduled to be on site on February 20, 2024, to begin commissioning the plant for operation. While there is a learning curve, the goal is to maximize the plant capacity based on a 24-hour operation.

Once the level of comfort with the operation of the plant has been reached, the Authority will engage the MECP to discuss testing and regulatory requirements to permit ultimate discharge of processed water to the road drain.

The Manager of Waste Disposal thanked the Board and Administration for their support and the opportunity to provide a sustainable solution for the treatment of leachate. He commended Authority staff who have gone above and beyond to get the plant ready for launch. He extended an invitation to all Board members to tour this "state of the art" plant.

Mr. Kieran McKenzie asked what is the timeline for the full launch.

The Manager of Waste Disposal stated that personnel from Rochem will be onsite at the landfill on February 20, 2023 and will at site for 2-3 weeks.

Mr. Kieran McKenzie asked when would the MECP come in once the system is up and running.

The Manager of Waste Disposal stated that probably within two (2) months. The Authority will have more of a comfort level and this will give time to test and receive some lab results.

Mr. Shepley asked what will the Authority do with the loads that have been treated. He asked if they will still be delivered to Windsor.

The Manager of Waste Disposal stated that the loads will still be delivered to Pollution Control.

Moved by Kieran McKenzie

Seconded by Rob Shepley

**THAT** the Board receive the verbal report as information.

**12-2024  
Carried**



## 11. Finance & Administration

### A. 2024 Operating Plan and Budget Status Update

The Manager of Finance and Administration stated that as of January 29, 2024, the 2024 Operating Plan and Budget has been fully approved by both the County and the City.

Moved by Gary McNamara

Seconded by Fred Francis

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

**13-2024  
Carried**

### B. 2024 Operating Plan and Budget – 2023 Projection Update and 2024 Large Volume Customer Update

The Manager of Finance and Administration stated that the purpose of the report is to provide an update regarding the 2023 projected and 2024 budgeted revenue and expenditure figures which formed the 2024 budget.

The 2024 budget included some estimates which were used to derive the projected 2023 revenue and expenditure figures. Some of the significant variances included the following:

- An increase in the Industrial Commercial and Institutional (ICI) Landfillable Revenues which is due to an increase in ICI Landfillable waste and contaminated soil of approximately 33,500 tonnes. This resulted in approximately \$760,000 of additional revenue. The majority of the increase is a result of unprojected greenhouse vines delivered from a large volume waste hauling customer.
- The delay in the RO plant which resulted in a delay in costs associated with the rental and operational costs associated with the plant. The costs were projected to be approximately \$125,000.

Other risks associated with revenue included in the 2024 budget are the minimum put-or-pay tonnages from large volume haulers. At the time of forming the 2024 budget, two large volume haulers contracts were set to expire at the end of 2023. On January 1, 2024, both haulers signed a minimum put-or-pay contract, however, at different tonnage amounts than in 2023.

The additional revenues and delay in operation of the RO plant will serve to decrease the 2023 operating deficit.

The resulting changes from the hauler's minimum put-or-pay contracts are not anticipated to impact the 2024 budget since at the time the 2024 budget was

formed, Administration included two minimum put-or-pay contacts for 1,001 tonnes and 10,001 respectively.

The full year-end report will be presented to the Board in May when the 2023 audit is completed by KPMG.

The Chair asked if there were any questions. No questions were asked.

Moved by Rob Shepley

Seconded by Mark McKenzie

**THAT** the Board approve receive the report as information.

**14-2024  
Carried**

## **12. New Business**

No items were raised for discussion.

## **13. Other Items**

No items were raised for discussion.

## **14. By-Laws**

### **A. By-Law 1-2024**

Moved by Jim Morrison

Seconded by Mark McKenzie

**THAT** By-Law 1-2024 to Authorize the Extension of Agreement with the City of Windsor to Provide Recycling Collection Services in the County of Essex for the renewal period from January 1, 2024 until August 27, 2024.

**15-2024  
Carried**

### **B. By-Law 2-2024**

Moved by Mark McKenzie

Seconded by Fred Francis

**THAT** By-Law 1-2024, 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 6<sup>th</sup> day of February, 2024.

**16-2024  
Carried**

## **15. Next Meeting Dates**

Tuesday, March 5, 2024

Wednesday, April 10, 2024

Tuesday, May 7, 2024

Tuesday, June 4, 2024

Wednesday, July 10, 2024

Wednesday August 14, 2024 – Note: This meeting will start at 3:00PM

Wednesday, September 11, 2024

Wednesday, October 9, 2024

Tuesday, November 5, 2024

Tuesday, December 3, 2024

## **16. Adjournment**

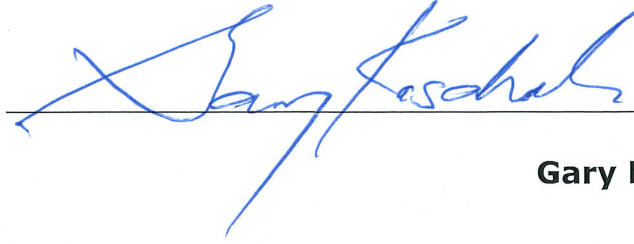
Moved by Gary McNamara

Seconded by Fred Francis

**THAT** the Board stand adjourned at 5:21PM.

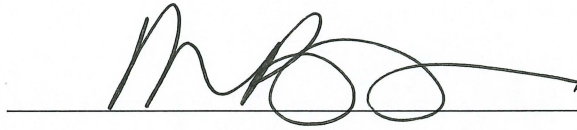
**17-2024  
Carried**

All of which is respectfully submitted.



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**Gary Kaschak**  
**Chair**



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**Michelle Bishop**  
**General Manager**