



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, May 7, 2024

Time: 4:00 PM

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

Attendance

Board Members:

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|----------------------------|-----------------|
| Gary Kaschak –Chair | City of Windsor |
| Kieran McKenzie | City of Windsor |
| Jim Morrison | City of Windsor |
| Gary McNamara – Vice Chair | County of Essex |
| Hilda MacDonald | 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:

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| Anne-Marie Albidone | Manager of Environmental Services |
| Shawna Boakes | Executive Director of Operations |
| Natasha Gabbana | Senior Manager, Asset Planning |
| Mark Spizzirri | Manager of Performance Management and Business Case Development |

County of Essex Staff:

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| Heidi McLeod | Manager – Accounting – Administration/Deputy Treasurer |
| Melissa Ryan | Director of Financial Services/Treasurer |
| David Sundin | Solicitor/Interim Director, Legislative and Community Services |

Absent:

| | |
|---------------|-----------------|
| Mark McKenzie | City of Windsor |
| Fred Francis | City of Windsor |

Michael Akpata
Drew Dilkens
Tony Ardovini
Jim Leether

County of Essex
City of Windsor (Ex-Officio)
Deputy Treasurer Financial Planning
Manager of Environmental Services

1. Call to Order

The Chair called the meeting to order at 4:01PM.

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 Kieran McKenzie
Seconded by Rob Shepley

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated April 10, 2024, be approved and adopted.

**32-2024
Carried**

4. Business Arising from the Minutes

No items were raised for discussion

5. Correspondence

A. Call2Recycle – 2023 Leader in Sustainability Award

The Manager of Waste Diversion was pleased to share that the Authority was recognized by Call2Recycle Canada, Inc. for collecting and diverting 20 tonnes of batteries from the landfill in 2023.

Moved by Hilda MacDonald
Seconded by Gary McNamara

THAT the Board receive as information.

**33-2024
Carried**

6. Waste Diversion

A. 2023 Residential Waste Diversion Report

The Manager of Waste Diversion provided a summary of the report. The overall waste diversion rate for 2023 increased to 32.4%. This figure represents residential tonnes diverted from the Landfill. She noted new waste diversion programs such as the FoodCycler, wood pallet recycling and shingle/road-base reuse created a favourable increase in the waste diversion rate.

Mr. McKenzie commented that the increase in the diversion rate is good but still low compared to other communities.

The Manager of Waste Diversion stated that the new organics program will increase the diversion rate.

Mr. McNamara asked if there is a concern that there will be a regression in the number as we transition to producers.

Mr. Morrison asked if curbside waste audits will still be conducted.

The Manager of Waste Diversion stated that in 2022, the Authority engaged a waste auditor to conduct curbside audits to determine the behaviour between recycling and garbage. A report will be brought forward to the Board which will also include the consultant's report. We will use that data going forward to measure participation.

Moved by Gary McNamara

Seconded by Rob Shepley

THAT the Board receive the report as information.

**34-2024
Carried**

7. Finance & Administration

A. Request for Tenders for Rental and Use of Vacant Land

The General Manager stated the request was for the Board to approve an agreement between the Authority and Christopher Malott Farming Enterprises Inc. (CFME) for a five-year term. CFME's submission of \$425 per acre was the highest of three submissions received by the Authority. She noted that this is the third time CFME has bid on these properties. Mr. Malott has been an excellent tenant adhering to all terms and conditions of the lease and a good partner with the Authority. The rental revenue will increase by \$149 per acre per year.

The County of Essex will also be party to the lease agreement as they are the owners of the subject lands.

The General Manager asked if there were any questions. No questions were asked.

Moved by Kieran McKenzie
Seconded by Jim Morrison

1. **THAT** the Board accept Administration's recommendation to enter into an agreement with Christopher Malott Farming Enterprises Inc. for a five-year term commencing on November 1, 2024 and ending on October 31, 2029 at a rate of \$425 per acre, with three (3) optional one-year extensions, if mutually agreed upon by all parties, under the same terms and conditions as set out in the Contract.
2. **THAT** since the County of Essex is the owner of subject lands, that a report be brought before Essex County Council recommending that the County of Essex be a party to the lease between the Authority and Christopher Malott Farming Enterprises Inc.

**35-2024
Carried**

B. 2024 EWSWA Asset Management Plan

The Manager of Finance provided a summary of the 2024 EWSWA Asset Management Plan (AMP). The Authority's AMP will form part of the City of Windsor (City) and County of Essex's (County) 2024 AMP. Ontario regulation guided Administration on how to create the AMP for 2024. He noted that 86% of the Authority's assets are categorized as being in Good to Very Good condition.

He noted that in 2024, the Authority is only required to present the current Community and Technical levels of service but will be required to include proposed levels of service in 2025.

The Manager of Finance referred to the risk matrix table on page 26 of the agenda package. He noted that some Authority assets fall under the high-risk areas due to their age and overall dollar value.

There are no financial implications to the 2024 budget.

The Chair asked if there were any questions.

Kieran McKenzie asked if the cost of the contractor to provide building condition assessments are included in the 2024 budget.

The Manager of Finance stated that it will form part of the 2025 budget.

Moved by Kieran McKenzie
Seconded by Hilda MacDonald

THAT the Board approve the 2024 Essex-Windsor Solid Waste Asset Management Plan.

**36-2024
Carried**

C. 2023 Financial Statements and Auditors' Report

The Manager of Finance provided a summary of the Authority's financial statements. KPMG has issued an "unmodified" audit opinion meaning the financial statements present fairly.

He explained the Authority was required to adopt the new Asset Retirement Obligation standards effective January 1, 2023 which replaced the Post Closure Liability Standards. He referred to the table on page 38 of the agenda package which outlined the restated 2022 figures as a result of the new standards.

He further provided a summary of the final operating deficit compared to budgeted figures for 2023.

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

Moved by Kieran McKenzie
Seconded by Gary McNamara

THAT the Board approve this report, the 2023 financial statements and the associated auditors' report.

**37-2024
Carried**

D. January to March 2024 – Three Month Operations Financial Review

The Manager of Finance provided a summary of the three-month operations financial review. He noted that there were no significant changes in tonnage levels for both Municipal and Industrial/Commercial/Institutional landfilled material. The only significant variance to report has been the positive change in the average commodity prices for recyclable material resulting in a revenue surplus.

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

Moved by Jim Morrison
Seconded by Rob Shepley

THAT the Board receive this report as information.

**38-2024
Carried**

8. New Business

No items were raised for discussion.

9. Other Items

No items were raised for discussion.

10. By-Laws

A. By-Law 6-2024

Moved by Gary McNamara

Seconded by Kieran McKenzie

THAT By-Law 6-2024, being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Authority, the Corporation of the County of Essex and Christopher Malott Farming Enterprises Inc. for the Rental and Use of Vacant Land.

**39-2024
Carried**

B. By-Law 7-2024

Moved by Rob Shepley

Seconded by Hilda MacDonald

THAT By-Law 7-2024, 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 7th day of May, 2024.

**40-2024
Carried**

11. Next Meeting Dates

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

12. Adjournment

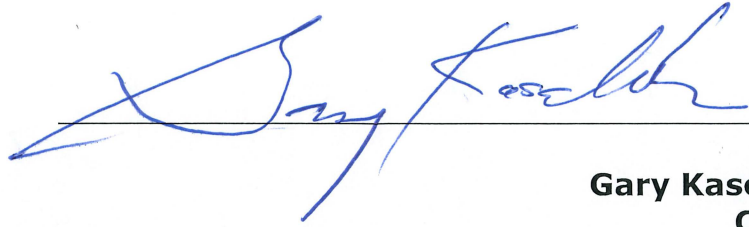
Moved by Jim Morrison

Seconded by Rob Shepley

THAT the Board stand adjourned at 4:34PM.

**41-2024
Carried**

All of which is respectfully submitted.



Gary Kaschak
Chair



Michelle Bishop
General Manager