



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Wednesday, September 11, 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:

Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor
Fred Francis	City of Windsor
Gary McNamara – Vice Chair	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:

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

County of Essex Staff:

Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Solicitor/Interim Director, Legislative & Community Services

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Gary Kaschak –Chair	City of Windsor
Jim Morrison	City of Windsor
Hilda MacDonald	County of Essex

1. Call to Order

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

2. Motion to Move In-Camera

Moved by Fred Francis
Seconded by Kieran McKenzie

That the Board move into a closed meeting pursuant to Section 239 (2) (e) (f), and (k) 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
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (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.

**68-2024
Carried**

Moved by Fred Francis
Seconded by Rob Shepley

That the EWSWA Board rise from the Closed Meeting at 4:31PM.

**71-2024
Carried**

3. Declaration of Pecuniary Interest

The Vice 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

Moved by Kieran McKenzie
Seconded by Michael Akpata

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

**72-2024
Carried**

5. Business Arising from the Minutes

No items were raised for discussion.

6. Delegation

A. Melissa Ryan, County of Essex, Director, Financial Services/Treasurer

Re: Funding Model for Regional Food and Organics Waste Management Program (Green Bin Program)

Ms. Ryan presented a report regarding County Council's preferred funding model for the regional Green Bin program and a recommendation that the Authority Board consider and approve the hybrid funding model.

She stated that on May 15, 2024, County Council directed County Administration to prepare a report to analyze different funding models for the Green Bin program. On June 5, 2024, after review of County Administration's proposed three funding model options, County Council approved the proposed hybrid model that combines the county levy-based funding model with a user fee methodology. In addition, County Council also directed County Administration to prepare a report that identifies their preferred funding model with the rationale and forward it to the EWSWA Board for their consideration.

Moved by Rob Shepley
Seconded by Mark McKenzie

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

That the Board **consider and approve** the hybrid funding model for the Green Bin Program as recommended by County Council.

That the Board **direct** its administration to work with County Administration and local municipalities to implement the hybrid funding model effectively.

73-2024
Carried

7. Waste Diversion

A. County of Essex Green Bin Program Funding Model Request

The General Manager noted the report was to provide additional information to Ms. Ryan's report. The request for the hybrid funding model will form part of the Authority's 2025 Operational Plan and Budget and be presented to the Board for consideration. Pending the approval of the Board the Budget will then have to be presented to both the City of Windsor and County Councils for approval per the agreement that created the Authority.

Moved by Fred Francis
Seconded by Rob Shepley

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

That the Board **receive** the report from the County of Essex titled Funding Model for Regional Food and Organics Waste Management Program (Green Bin Program).

That the Board **direct** Administration to include the preferred Hybrid Funding Model for the Regional Food and Organics Waste Management Program (Green Bin Program) as part of the 2025 Operational Plan and Budget to be presented to the EWSWA Board for their consideration.

**74-2024
Carried**

B. Supply and Distribution of Green Carts and Kitchen Containers RFP Results

The Manager of Waste Diversion presented the comprehensive report and the results of the RFP for the supply and distribution of Green Carts and Kitchen Containers and recommended that the RFP be awarded to IPL North America Inc.

A detailed overview of the both the cart and kitchen container was provided as well as the distribution plan for both phase one and two of the program launch.

IPL North America Inc. achieved the highest overall score as a result of the RFP evaluation process. The cost submitted to supply and distribute a 120 litre capacity cart, kitchen container and program information material to each household was \$73.09 exclusive of HST.

The Vice Chair asked if there were any questions.

Mr. Akpata asked where will the information on the Radio-Frequency Identification (RFID) tags be stored.

The Manager of Waste Diversion stated that it will be saved on the Authority database and the information will be secured.

Moved by Mark McKenzie
Seconded by Fred Francis

That the Authority Board **award** the Base Services of RFP 2024-06-25 for the supply and initial distribution of Green Carts and Kitchen Containers to the Preferred Proponent IPL North America Inc.

That the Authority Board **authorize** the Chair and General Manager to execute the Contract with IPL North America Inc. commencing upon award with distribution to households to occur in time for the Green Bin Program implementation in two phases; Phase 1: October 2025 and Phase 2: late 2026 for a period of five (5) years, with an option for renewal. Where, the Authority reserves the right to extend the Contract for four (4) additional, one-year

extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed Contract.

**75-2024
Carried**

8. Waste Disposal

A. Large Volume Customer Contract – Waste Connections of Canada Inc.

The General Manager provided an overview of the report regarding the execution of a large volume disposal contract between the Authority and Waste Connections of Canada for the period September 1, 2024 to August 31, 2025.

Moved by Fred Francis
Seconded by Rob Shepley

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

**76-2024
Carried**

9. Finance and Administration

A. January to June 2024 – 6 Month Operations Financial Review

The Manager of Finance of Administration provided a six-month financial review of operating expenses and revenue and referred to the tables on pages 37 and 38 of the agenda package that highlighted the significant variances to the 2024 Operational Plan and Budget. He noted a favourable variance in revenue from the sale of recyclable goods due to an increase of the average price per tonne of material marketed. Revenue from Industrial/Commercial/Institutional (ICI) customers has decreased due to a decrease in tonnage delivered to the Regional Landfill for disposal. Administration will include a complete 2024 financial projection as part of the 2025 Operational Plan and Budget scheduled to be presented at the November Board meeting.

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

Moved by Michael Akpata
Seconded by Kieran McKenzie

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

**77-2024
Carried**

10. New Business

No items were raised for discussion.

11. Other Items

No items were raised for discussion.

12. By-Laws

A. By-Law 13-2024

Moved by Kieran McKenzie
Seconded by Mark McKenzie

That By-Law 13-2024, being a By-Law to Authorize the Execution of an Agreement with IPL North America Inc. for the Supply and Initial Distribution of Green Carts and Kitchen Catchers to residents in Essex-Windsor for the new Green Bin Program, commencing upon award with distribution in two phases; Phase 1: October 2025 and Phase 2: late 2026 for a period of five (5) years, with the option to extend the Contract for four (4) additional, one-year (1) extensions or portions of a year thereof at the absolute unfettered discretion of the Authority and such extensions shall be under the same terms and conditions as contained within the executed Contract

**78-2024
Carried**

B. By-Law 14-2024

Moved by Kieran McKenzie
Seconded by Mark McKenzie

That By-Law 14-2024, 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 11th day of September, 2024.

**79-2024
Carried**

13. Next Meeting Dates

Wednesday, October 9, 2024
Tuesday, November 5, 2024
Tuesday, December 3, 2024

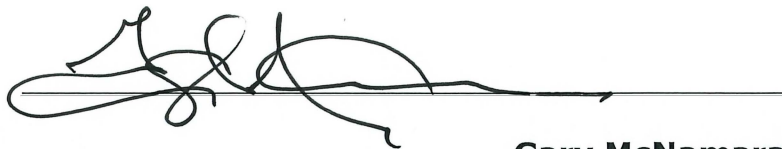
14. Adjournment

Moved by Michael Akpata
Seconded by Fred Francis

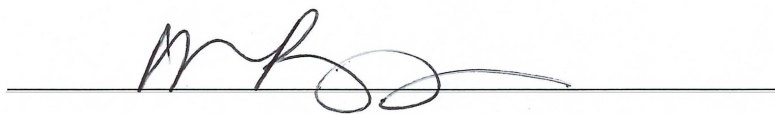
That the Board stand adjourned at 4:57 PM.

**80-2024
Carried**

All of which is respectfully submitted.

A handwritten signature in black ink, appearing to be 'GM', written over a horizontal line.

Gary McNamara
Vice Chair

A handwritten signature in black ink, appearing to be 'MB', written over a horizontal line.

Michelle Bishop
General Manager