



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Wednesday, July 10, 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:

Gary Kaschak –Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor
Mark McKenzie	City of Windsor
Gary McNamara – Vice Chair	County of Essex
Hilda MacDonald	County of Essex
Michael Akpata	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 and Business Case Development

County of Essex Staff:

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

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Fred Francis	City of Windsor

Rob Shepley

County of Essex (left at 4:36PM – in attendance for In-Camera meeting)

Tony Ardovini

Deputy Treasurer Financial Planning

1. Call to Order

The Chair called the meeting to order at 4:00PM.

2. Motion to Move In-Camera

Moved by Mark McKenzie

Seconded by Rob Shepley

THAT the Board moved 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.

**42-2024
Carried**

Moved by Gary McNamara

Seconded by Hilda MacDonald

THAT the EWSWA Board rise from the Closed Meeting at 4:36PM.

**50-2024
Carried**

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

Moved by Mark McKenzie

Seconded by Hilda MacDonald

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated May 7, 2024, be approved and adopted.

**51-2024
Carried**

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

- A. Town of Kingsville Resolution 101-05062024 Regarding Regional Organic Waste Collection and Processing Program

Moved by Gary McNamara
Seconded by Mark McKenzie

THAT the Board receive the correspondence as information.

**52-2024
Carried**

- B. Letter from eTracks – Collection Site Award of Excellence

The Manager of Waste Diversion was pleased to share that the Authority was recognized by eTracks with a Collection Site Award of Excellence. eTracks is one of six organizations that manage the recycling of tires on behalf of Producers.

Moved by Kieran McKenzie
Seconded by Mark McKenzie

THAT the Board receive the report as information.

**53-2024
Carried**

7. Waste Diversion

- A. EWSWA Material Recovery Facilities (MRFs) Lease Update

The Manager of Waste Diversion presented the status update report and recommendations regarding the Material Recovery Facility lease following the Transition of the Blue Box Program on August 28, 2024.

Kieran McKenzie asked if the agreement on cardboard still had to be negotiated.

The Manager of Waste Diversion stated this has been negotiated with HGC and Administration is satisfied as the agreement will generate revenue.

Moved by Jim Morrison
Seconded by Mark McKenzie

THAT the Board delegate authority to the General Manager of the Essex-Windsor Solid Waste Authority, in consultation with the Technical Staff Committee and Legal Services, to negotiate and execute, in the best interest of the region, the legal agreement(s) needed for the lease of the Container MRF

and the provision of recyclable materials processing services with HGC Management Inc. as described within this report.

**54-2024
Carried**

B. Tender Award for the Demolition and Removal of Material Recovery Facility Processing Equipment

The Manager of Waste Diversion stated that the purpose of the report is to recommend award for the Request for Tender (RFT) for the demolition and removal of processing equipment in the Fibre Material Recovery Facility (MRF) to HGC Management Inc. at the cost of \$100,000 exclusive of HST.

She explained that while bids were accepted for the demolition of processing equipment within the Container MRF, the Authority is not pursuing this at this time as it is evaluating a further use of this MRF.

As provided at the April 10th Board meeting, the cost to decommission the Fibre MRF will form part of the total project cost to construct the Windsor Source Separated Organics Transfer Station. The estimate for this project was included in the 2024 Operational Plan and Budget.

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

Moved by Michael Akpata
Seconded by Gary McNamara

THAT the award the Request for Tender for the demolition and removal of the processing equipment in the Fibre Material Recovery Facility to HGC Management Inc. at a cost of \$100,000 exclusive of HST.

**55-2024
Carried**

C. Blue Box Transition Update

The Manager of Waste Diversion presented the report and provided an update on Essex-Windsor's Blue Box Transition process and identified items that Administration is currently finalizing in advance of the August 28th Transition date.

Moved by Mark McKenzie
Seconded by Kieran McKenzie

THAT the Board receive the report as information.

**56-2024
Carried**

D. County of Essex Council Decision Regarding the Addition of Rural Curbside Collection of Source Separated Organics for the Green Bin Program in the County of Essex

The General Manager presented the report and stated that on June 5, 2024, County of Essex Council resolved to approve the collection and processing of organic waste for households in rural settlement areas in all County municipalities.

The General Manager referred to the Town of Kingsville's resolution provided in Agenda Item 6A regarding the funding of the Green Bin program. At this same meeting, County Council also approved the proposed hybrid funding model outlined in the report. The County's Director of Finance will attend a future Board meeting as delegation to explain the financial impact on the Authority.

Kieran McKenzie asked if the Authority will be able to track the green bin material by municipality.

The General Manager confirmed that the waste generated in the green bin will be tracked by municipality.

Mr. Morrison asked will the municipality be billed for the exact number of houses in the municipality.

The General Manager stated that all single-family residences would be included in the program cost except those that are clearly unoccupied or under construction, those will not be included. However, similar to the blue program, if a resident chooses not to participate they will still be billed.

The Manager of Waste Diversion noted that Miller Waste will be tracking which residence sets out material and which doesn't. The Authority will then target those areas to promote participation. She noted that a lot of thought was put into the RFP to ensure a successful program.

Moved by Kieran McKenzie

Seconded by Gary McNamara

1. **THAT** the Authority Board receive the report as information.
2. **THAT** the Authority Board authorize the Chair and General Manager to execute the Contract with Miller Waste Systems Inc. for the curbside collection of source separated organics in both urban and rural settlement areas in all seven municipalities in the County of Essex.

57-2024
Carried

E. Four-Season 2022/2023 Residential Waste Audit Results

The Manager of Waste Diversion provided a summary of the residential waste audit results conducted by the auditor, AET Group Inc.

She highlighted the following results of the report:

- Participation in the garbage waste stream was approximately 81% and red and blue box approximately 65% each.
- Fall had the highest participation rate, whereas, summer had the lowest participation rate.
- Households that were audited set out almost one full 95-gallon garbage container per week, one full red box and $\frac{3}{4}$ full blue box container.
- 48% of the garbage waste stream was food waste and 18% was material that could have been diverted.
- The Authority's education programs are working. Residents were good at putting material in the correct bin.

The Authority has developed the following next steps based off AET's recommendations as a result of the audit:

- It is important to promote the Authority's depots and that dropping off items can be dropped for free.
- The Envirotips newsletter will include information about transition.
- Try to reduce garbage by 50% through the green bin program.
- The Authority is working with a marketing consultant on rebranding and refresh the Authority's brand as the current branding is focused on the blue box.
- Conduct another audit in five years to allow the Authority to compare the results of this audit and the impact of the green bin program and EPR.

Moved by Gary McNamara

Seconded by Kieran McKenzie

THAT the Board receive the report as information.

**58-2024
Carried**

F. RFP Result and Next Steps for a Source Separated Organics Transfer Station at the Essex-Windsor Regional Landfill

The General Manager presented the report and recommendations regarding the results of the Request for Proposals (RFP) for a source separated organics (SSO) transfer station at the Regional Landfill and advised the Board of the next steps for the project.

Mr. Morrison asked how long the material will be sitting before it is transferred to Seacliff Energy.

The Manager of Waste Diversion stated the material would ship within 24 hours or the same day due to odour and pests.

There were no further questions.

Moved by Mark McKenzie

Seconded by Michael Akpata

1. **THAT** the Board approve the recommendation to cancel the Request for Proposals RFP 2024-04-11 for engineering services for design and approvals for an SSO transfer station and MHSW depot upgrades at the Essex-Windsor Regional Landfill.
2. **THAT** the Board DIRECT Administration to report back on next steps for the SSO Transfer Station at the Essex-Windsor Regional Landfill.

**59-2024
Carried**

8. Waste Disposal

- A. Tender for the Construction of the Regional Landfill Cell 5 North – Award of Contract

The Manager of Waste Disposal presented the report regarding the tender for the construction of Cell 5 North at the Regional Landfill and recommended that the tender be awarded to Sterling Ridge Infrastructure Inc.

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

Moved by Mark McKenzie

Seconded by Kieran McKenzie

THAT the Authority Board award the Request for Tender Contract 9-2024 for the Regional Landfill Cell 5 North Construction to Sterling Ridge Infrastructure Inc. with an upset limit in the amount of \$12,035,300 (plus HST) and that the Chair and General Manager be authorized to enter into an agreement in accordance with the tender documents.

**60-2024
Carried**

9. Finance and Administration

- A. 2024/2025 EWSWA Insurance

The Manager of Finance provided an update on the comprehensive insurance renewal for 2024/2025. There were no changes to any specific policies for the renewal period. He referred to the table on page 69 of the agenda package

which summarizes the various coverages and related premiums. There was an overall savings of approximately \$41,000 from the previous year.

Moved by Kieran McKenzie

Seconded by Jim Morrison

THAT the Board receive the report as information.

**61-2024
Carried**

10. New Business

The General Manager advised that the August meeting will be cancelled. Administration will provide updates on the promotion and education of Blue Box Transition via email. An update regarding Blue Box Transition will be provided at the September meeting.

11. Other Items

No items were raised for discussion.

12. By-Laws

A. By-Law 8-2024

Moved by Kieran McKenzie

Seconded by Mark McKenzie

THAT By-Law 8-2024, being a By-Law to Authorize the General Manager of the Essex-Windsor Solid Waste Authority, in consultation with the Technical Staff Committee and Legal Services, to negotiate and execute, in the best interest of the region, the legal agreement(s) needed for the lease of the Container MRF and the provision of recyclable materials processing services with HGC Management Inc.

**62-2024
Carried**

B. By-Law 9-2024

Moved by Michael Akpata

Seconded by Mark McKenzie

THAT By-Law 9-2024, being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and HGC Management Inc. for the Demolition and Removal of Processing Equipment in the Fibre Material Recovery Facility.

**63-2024
Carried**

C. By-Law 10-2024

Moved by Gary McNamara
Seconded by Jim Morrison

THAT By-Law 10-2024, being a By-Law to Authorize the Execution of an Agreement with Miller Waste Systems Inc. for the Curbside Collection of Source Separated Organics in both Urban and Rural Settlement Areas in all seven municipalities in the County of Essex

**64-2024
Carried**

D. By-Law 11-2024

Moved by Mark McKenzie
Seconded by Gary McNamara

THAT By-Law 11-2024, being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and Sterling Ridge Infrastructure Inc. for the Regional Landfill Cell 5 North Construction.

**65-2024
Carried**

E. By-Law 12-2024

Moved by Kieran McKenzie
Seconded by Mark McKenzie

THAT By-Law 12-2024, 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 10th day of July, 2024.

**66-2024
Carried**

13. Next Meeting Dates

Wednesday August 14, 2024 – Cancelled
Wednesday, September 11, 2024
Wednesday, October 9, 2024
Tuesday, November 5, 2024
Tuesday, December 3, 2024

14. Adjournment

Moved by Kieran McKenzie
Seconded by Jim Morrison


THAT the Board stand adjourned at 5:45PM.

**67-2024
Carried**

All of which is respectfully submitted.



Gary Kaschak
Chair



Michelle Bishop
General Manager