



Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes

Meeting Date: Tuesday, November 07, 2017
Time: 4:30PM
Location: Essex County Civic and Education Centre
360 Fairview Avenue West Essex – Meeting Room C

Attendance:

Board Members:

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| Chair | Ron McDermott | County of Essex |
| | Hilda MacDonald | County of Essex |
| | Aldo DiCarlo | County of Essex |
| | Tom Bain | (Ex-Officio) County of Essex |
| | Bill Marra | City of Windsor |
| | Fred Francis | City of Windsor |
| | Ken Antaya | County of Essex |
| Vice Chair | Ed Sleiman | City of Windsor |
| | Rino Bortolin | City of Windsor |
| Absent: | Drew Dilkens | (Ex-Officio) City of Windsor |
| EWSWA Staff: | Eli Maodus | General Manager |
| | Tom Marentette | Manager of Waste Disposal |
| | Kelly Cartier | Executive Secretary |
| | Cameron Wright | Manager of Waste Diversion |
| | Michelle Bishop | Manager of Finance and Administration |
| County of Essex Staff: | Mary Brennan | Director of Council Services / Clerk |
| | Rob Maisonville | County of Essex CAO |
| City of Windsor Staff: | Cindy Becker | Financial Planning Administrator |
| | Anne Marie Albidone | Manager of Environmental Services |
| | Natasha Couvillon | Manager of Performance Measurement & Financial Administration |
| | Dwayne Dawson | Executive Director of Operations |

1. Call to Order

The Chair called the meeting to order at 4:35 PM.

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

A) October 3, 2017 Regular Meeting Minutes

Moved By Tom Bain

Seconded By Aldo DiCarlo

THAT the Minutes from the Essex-Windsor Solid Waste Authority regular meeting dated October 3, 2017 be approved and adopted.

**-Carried Unanimously
44-2017**

4. Business Arising From the Minutes

Resolution of 2017 Budget Approval Matter

The Chair questioned when the 2017 Budget approval matter would be brought back to the Board for consideration.

Mr. Bain responded that discussions are ongoing between the City of Windsor Mayor and himself as well as both City and County CAO's.

Mr. Bain requested that County CAO Mr. Maisonville provide an update.

Mr. Maisonville noted that as of late Thursday, November 2, 2017 he questioned the City CAO for a status update and was informed that it was being brought forth to the City Mayor. He is awaiting their response.

The Chair declared that he understands that discussions must take place but would like a decision made. He questioned if it will be brought to arbitration or if it can be brought back to the Board for further discussion.

Mr. Bain responded that he hopes that there will be a resolution to the matter in time for the EWSWA Board meeting in December.

Mr. Sleiman questioned if there is a higher body that the 2017 Proposed Budget could be brought to for a decision.

The General Manager noted that the budget approval process is outlined in the original agreement that created the EWSWA. He further noted that this process is still in its beginning stages as it pertains to the approval of the 2017 budget.

Mr. Sleiman then questioned if there is an external body that could render a decision.

The General Manager explained that if it was required the matter would be referred for determination pursuant to the terms of the Arbitrations Act of Ontario. He further explained that the arbitrator would be independent and not tied to a government agency.

5. Correspondence

Windsor Stars Ad re: Gold Box Recycling Initiative

The General Manager noted this article is from the Windsor Star and dated October 18, 2017. He further noted this was for the Board's information

6. Delegation

There were no delegations present.

7. Waste Disposal

No matters discussed.

8. Waste Diversion

A) Waste Reduction Week October 16 – 22, 2017 Results

The Manager of Waste Diversion explained that Waste Reduction Week was October 16-22, 2017. He further explained that the EWSWA focused this year on using media and social media to promote Waste Reduction Week in Essex County.

The Manager of Waste Diversion noted that the media coverage the EWSWA received was very positive and included a Windsor Star article about our Gold Star Recycling Program where the reporter witnessed first-hand EWSWA staff performing recycling box inspections.

Mr. Sleiman questioned a quote from a CTV News item on Page 22 of the Agenda Package where it says that Ontario generates nearly 12 million tonnes of waste per year while the Province warns that landfills could become full in 20 years. Further, the news item states that the Liberal government says its waste free strategy aims to divert 100% of waste away from landfills by creating a circular economy.

The General Manager asserted that realistically there will always be a need for a means to dispose of garbage whether it is a landfill or incineration. He notes that the EWSWA's landfill is estimated to last another 20-23 years. The provincial government is trying to get municipalities to think about the future.

Mr. Sleiman noted that Essex County's waste diversion rate is 36% and that it is not high enough. He believes the Authority needs a plan and suggests hiring a consultant.

Mr. Antaya stated that he thought the coverage by the local press of Waste Reduction Week was well done.

Moved By Fred Francis

Seconded By Hilda McDonald

THAT the Report Waste Reduction Week October 16 – 22, 2017 Results be accepted as information.

**-Carried Unanimously
44-2017**

**B) Extension of Electronics Recycling Agreement with Greentec International Inc.
(From Supplementary Agenda)**

The Manager of Waste Diversion provided background on the EWSWA's current electronics recycling program. He noted that the normal procedure would be to seek out a new contract through the RFP process as the current contract expires at the end of 2017. However, due to the uncertainty of the impending stewardship program and Provincial legislation, Administration felt it was in the best interest of the Authority to request an extension with the current service provider.

The Manager of Waste Diversion advised the Board that through Administration's discussions with other municipalities the price the EWSWA is currently receiving from Greentec International Inc. is significantly higher. He also advised the Board that Greentec International Inc.'s performance record is excellent.

Moved By Fred Francis

Seconded By Rino Bortolin

THAT the Board approve a 2 year extension for the period of January 1, 2018 to December 31, 2019 of the electronics recycling contract with Greentec

International Inc. under the same terms and conditions as the existing contract including the price to be paid to the Essex-Windsor Solid Waste Authority of \$352/tonne.

**-Carried Unanimously
45-2017**

9. Finance and Administration

A) 2018 Budget Cover Report

The General Manager explained that the approval process is different from years past due to the unresolved 2017 budget. He further explained that the current proposed objective is to approve the 2018 expenditure estimates to allow the Authority to continue delivering its programs without interruption.

The General Manager also requested that the Board approve non-municipal revenue and fees that are charged to residents and ICI customers.

He noted that the 2018 budget approval request does not include the fixed cost allocation to municipalities or the per tonne tipping fee as this will be discussed upon the resolution of the 2017 Budget.

The General Manager noted that the 2018 Budget was reviewed and agreed to through consensus with the Technical Staff Committee (Authority, City, and County Representatives). He further noted that the Technical Staff Committee examined each line and page in the draft budget document and Authority staff explained and justified each line item in the budget document.

The General Manager advised the Board that Administration is seeking an increase in tipping fees for Vines to \$32.00/tonne in 2018 up from \$31.00/tonne in 2017. He also noted that Administration is also suggesting an increase to the fee for refrigerants with compressors to \$17/unit in 2018 from \$15/unit in 2017. He further noted that this increase is simply passing on an increase that the Authority is charged by the contractor in the new contract.

The General Manager indicated that page 26 of the Agenda Package provides a snapshot of the 2017 budget and projection as well as the 2018 budget. The 2017 and 2018 budget documents include assessments and charges to municipalities at the 2016 rates. He noted that the 2017 projection shows a surplus of \$1.7 M which is attributed to higher than expected contaminated soil tonnage as well as favourable recycling prices. The 2017 budget estimated a deficit of (\$1.0 M). He further noted that going into 2018 the recycling prices are expected to fall and when episodic waste revenue is reduced there is a budgeted deficit of (\$667,750) for 2018.

The General Manager explained that the chart at the top of page 27 in the Agenda Package details the shift between County Municipalities and the City of Windsor based on the 2016 Census versus the 2011 census. He noted there was a shift of fixed costs of \$15,000 due to a shift in population.

The General Manager indicated that page 28 of the Agenda Package refers to the 2017 budgeted deficit versus the 2018 budget deficit which amounts to a \$348,180 favourable variance. He noted that one major item that the Technical Staff Committee adjusted in the 2018 Budget was \$800,000 of what is termed ICI Episodic Waste Revenue. He further noted that historically Administration has budgeted \$100,000 however, when looking at the past 10 years the Technical Staff Committee felt an increase was warranted.

The 2018 Budget includes no new programs or enhancements. The General Manager indicated that any increases in line item costs are solely related to new contracts with new pricing or consumer price index adjustments.

The General Manager referred to the pie chart found on page 29 of the Agenda Package which provides a summary of 2018 Expenditures. The largest expenditure at 46% is contracted pricing such as labour services/contracts. The second largest expenditure is fixed costs at 37%.

Ms. MacDonald expressed concern that the increase in the tipping fees for Greenhouse Vines waste to \$32/tonne from \$31/tonne will lead to less companies bringing their vines to the EWSWA.

The General Manager indicated that Administration does not feel that the increase from \$31/tonne to \$32/tonne will deter a company from bringing their vines to the EWSWA.

Ms. MacDonald questioned what additional revenue the increase to the vines would create.

The Manager of Finance and Administration noted that the increase would be approximately \$10,000.

Mr. Bortolin questioned recommendation 9, found on page 25 of the Agenda Package, that states 'That any resultant surplus from 2017 operations be contributed to the Rate Stabilization Reserve. He questioned if this is one of the issues from the 2017 Budget.

The General Manager explained that from an accounting perspective this is a normal procedure. Surpluses are contributed to reserves while deficits are funded by reserves. He noted that overall this is part of the discussion that is being had by the County and City CAO's.

Mr. Antaya was looking for clarification. He noted that there is a \$2.7 M favourable swing between the 2017 budget and the 2017 projection and questioned if there is any repeated unbudgeted revenue anticipated for 2018.

The Manager of Finance and Administration referred to page 27 of the Agenda Package. She noted that unbudgeted revenue from contaminated soil, Malden Landfill and greenhouse vines equalled approximately \$1.4 M in 2017. She further noted that historically Administration has attempted to project what ICI customers are going to deliver and have historically only included \$100,000 of episodic waste. Through discussions at Technical Staff Committee meetings it has been decided to include \$800,000 in projected unbudgeted revenue (up \$700,000 from years past) for 2018.

Moved By Fred Francis

Seconded By Ken Antaya

1. THAT the Board approve increasing tipping fees for Vines to \$32/tonne from \$31/tonne.
2. THAT the Board approve increasing the per unit fee for the disposal of refrigerants to \$17/unit from \$15/unit. This pertains to items with compressors like refrigerators, dehumidifiers, freezers and A/C units.
3. THAT the Board approve the 2018 Expenditure and Revenue budget estimate figures excluding the municipal Total Waste Management Fee and the municipal Fixed Cost Assessment.
4. THAT the Board approve the Fee Schedule exclusive of the municipal Total Waste Management Fee.
5. THAT the Board defer discussion at the EWSWA Board level concerning the 2018 Total Waste Management Fee and Fixed Cost Assessment until some future date to be determined collaboratively by the City of Windsor and the County of Essex.
6. THAT the Board defer presentation of the 2018 Budget to the councils of the City of Windsor and the County of Essex until some future date to be determined collaboratively by the City of Windsor and the County of Essex.
7. THAT for 2017 and 2018 or for such time period as agreed to by the City of Windsor and the County of Essex, the City of Windsor and the 7 County of Essex municipalities be assessed a Total Waste Management Fee of \$36.44/tonne being the fee that was in effect for 2016.
8. THAT for 2017 and 2018, or for such time period as agreed to by the City of Windsor and the County of Essex, the City of Windsor and the 7 County of Essex municipalities be assessed a Fixed Cost Allocation population based on the 2016 total of \$7,506,050 and allocated based on population per the 2016 census. The 2016 allocation to municipalities was based on the 2011 census.
9. THAT any resultant surplus from 2017 operations be contributed to the Rate Stabilization Reserve.
10. THAT any resultant surplus/ (deficit) for 2018 be contributed to or funded by the Rate Stabilization Reserve.

**-Carried Unanimously
46-2017**

B) Legal Invoices

The Manager of Finance and Administration explained that the invoices are for general legal matters.

Moved By Tom Bain
Seconded By Fred Francis
THAT the Legal Invoices be approved.

**-Carried Unanimously
47-2017**

10. Any Other Items

None

11. By-Laws**A) 05-2017 Being a By-Law to Confirm the Proceedings of the EWSWA Board Meeting of November 7, 2017**

Moved By Ed Sleiman
Seconded By Fred Francis
THAT By-Law 05-2017, 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 November 2017.

**-Carried Unanimously
48-2017**

12. Next Meeting


The next Authority Meeting is Tuesday, December 5, 2017

13. Adjournment

Moved By Fred Francis
Seconded By Bill Marra
THAT the meeting stand adjourned at 5:05 PM

**-Carried Unanimously
49-2017**

All of which is respectfully submitted.



**Ron McDermott
Chair**



**Ilija Maodus
General Manager**