



Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes

Meeting Date: Tuesday, February 06, 2018
Time: 4:30PM
Location: Essex County Civic and Education Centre
360 Fairview Avenue West Essex – Meeting Room C

Attendance:

Board Members:	Ron McDermott	County of Essex
Vice-Chair	Hilda MacDonald	County of Essex
	Tom Bain	(Ex-Officio) County of Essex
	Rino Bortolin	City of Windsor
	Chris Holt	City of Windsor
	Fred Francis	City of Windsor
Chair	Ed Sleiman	City of Windsor
	Bill Marra	City of Windsor
Absent:	Ken Antaya	County of Essex
	Drew Dilkens	(Ex-Officio) City of Windsor
EWSWA Staff:	Eli Maodus	General Manager
	Kelly Cartier	Executive Secretary
	Cameron Wright	Manager of Waste Diversion
	Tom Marentette	Manager of Waste Disposal
	Michelle Bishop	Manager of Finance
County of Essex Staff:	Rob Maisonville	County CAO
	Sandra Zwiers	County Treasurer
	Mary Birch	Director of Council Services / Clerk
City of Windsor Staff:	Anne Marie Albidone	Manager of Environmental Services
	Onorio Colucci	City CAO
	Dwayne Dawson	City Administration
	Natasha Couvillon	City Administration

1. Call to Order

As the Board's Chair and Vice-Chair have yet to be elected for 2018, the General Manager called the meeting to order at 4:30 PM.

2. Board Composition for 2018

A) Replacing Jo-Anne Gignac for 2018 is Windsor Councillor Chris Holt.

3. Election of a Chair and Vice Chair for 2018

The General Manager noted that the Chair will be elected from among the City of Windsor representatives and the Vice Chair will be elected from among the County of Essex representatives.

Mr. Francis nominated Ed Sleiman for Board Chair.

The General Manager called 2 additional times for nominations for the position of Board Chair. None were noted. He then asked Mr. Sleiman whether he would stand for the Board Chair position.

Ed Sleiman accepted the nomination.

Moved By Mr. Francis

Seconded By Rino Bortolin

THAT City of Windsor Councillor Ed Sleiman be named as Board Chair for the period ending on December 31, 2018.

**- Carried Unanimously
1-2018**

Mr. Sleiman assumed the Chair position and continued the election process.

The Chair called for nominations for a Board Vice Chair from among the County of Essex representatives.

Mr. McDermott nominated Hilda MacDonald for Board Vice Chair.

The Chair called 2 additional times for nominations for the position of Board Vice Chair. None were noted. He then asked Ms. MacDonald whether she would stand for the Board Vice Chair position.

Hilda MacDonald accepted the nomination.

Moved By Ron McDermott

Seconded By Tom Bain

THAT Deputy Mayor of Leamington Hilda MacDonald be named as Board Vice Chair for the period ending on December 31, 2018.

**-Carried Unanimously
2-2018**

4. 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.

5. Approval of the Minutes

A) November 7, 2017 Regular Meeting Minutes

Moved By Bill Marra

Seconded By Tom Bain

THAT the Minutes from the Essex-Windsor Solid Waste Authority regular meeting, dated November 7, 2017 be approved and adopted.

**-Carried Unanimously
3-2018**

6. Announcement – Retirement of Manager – Waste Diversion – Cameron Wright (Verbal Report)

The General Manager announced the upcoming retirement of Cameron Wright, Manager of Waste Diversion. He noted the Mr. Wright was involved with the early stages of the blue box program in 1988 and instrumental in all diversion programs. He further noted that his knowledge and experience will be greatly missed.

The General Manager explained that recruitment is under way with the job posting closing on Friday February 9, 2018. He further explained that Mr. Wright will be there for an overlapping period with the new Manager of Waste Diversion and will be available for questions and guidance after his retirement.

7. Business Arising from the Minutes

A) 2017 & 2018 EWSWA Budget Discussion – Joint Report from City of Windsor and County of Essex CAO's

The Chair explained the joint memo/report from the County of Essex CAO, Robert Maisonville, and the City of Windsor CAO, Onorio Colucci recommends a 0% increase for 2017 in the amount assessed to municipalities and a 2% increase for 2018.

The General Manager noted that both CAO's are present and available for comment should the board wish to hear from them.

City of Windsor CAO noted the memo is self-explanatory.

The General Manager explained that following Authority approval of the 2017 and 2018 budgets that he and the Manager of Finance will seek County Council and City Council approval. He noted that only after approval from both councils will the budgets be approved.

Moved By Bill Marra

Seconded By Ron McDermott

THAT given a substantial projected operating surplus in 2017 even without any increase in the municipal funding contribution, a budget reflective of a 0% municipal funding contribution increase over the approved 2016 funding contribution **be confirmed** for 2017

THAT the Board adopt an Operating Budget for 2018 reflective of a 2% increase in the municipal funding contribution above the amount budgeted in 2016.

THAT the Board **acknowledge** the built-in budget pressures due to increasing debenture payments and other non-discretionary costs and **commit to working towards** a sustainable, balanced budget over the next ten years while maintaining appropriate reserve funds and avoiding significant spikes in tipping fees.

**-Carried Unanimously
4-2018**

8. Correspondence

There are no items for discussion.

9. Delegations

There were no delegations present.

10. Waste Disposal

A) Appointment of a Board Member to the Regional Landfill Liaison Committee for 2018

The General Manager requested that the Manager of Waste Disposal provide an explanation of the role of the Committee as well as the role of the Board's appointee to that committee.

The Manager of Waste Disposal explained that the Regional Landfill's Environmental Compliance Act (ECA) requires a Landfill Liaison Committee to review and make comment on any activities that take place within the Regional Landfill. He further explained this includes a review of complaints.

The Manager of Waste Disposal noted there are 8 committee members in total. The LLC is comprised of 1 EWSWA Board Member, 2 Town of Essex Council members, 4 resident representatives and 1 representative from the Ministry of the Environment. He further noted the LLC meets approximately 4 times per year in May, July, September and November.

Mr. Bain nominated Leamington Deputy Mayor, Hilda MacDonald as the Board Representative on the Landfill Liaison Committee.

The Chair asked Mrs. MacDonald if she would accept the nomination.

Mrs. MacDonald accepted.

Moved By Tom Bain

Seconded By Ron McDermott

THAT Leamington Deputy Mayor Hilda MacDonald be named as the Board Representative to the Landfill Liaison Committee for the period ending December 31, 2018

**-Carried Unanimously
5- 2018**

11. Finance and Administration

A) 2017 Budget Projection Update

The Manager of Finance and Administration provided an update on the 2017 Budget Projection. She noted now that 2017 is complete Administration is able to provide more accurate figures.

The Manager of Finance and Administration stated there is an additional \$960,000 of revenue generated coming from ICI delivered refuse, stronger sales of recycled material, municipally delivered refuse (larger volumes due to the flood in the Fall) as well as ICI non-landfilled tip fee revenue (auto shredder fluff and other organic material that was used as daily cover).

The Manager of Finance and Administration stated once the Authority's audit of the 2017 financial statements is completed by KPMG she will report the final numbers at the May EWSWA Board Meeting.

The Chair questioned if the additional revenue is going to be used to minimize the municipal contribution for 2019.

The Manager of Finance and Administration stated when the budget is brought to the Board it will be at their discretion how it is used.

Moved By Fred Francis

Seconded By Ron McDermott

THAT the Report 2017 Budget Projection Update be received as information

**-Carried Unanimously
6-2018**

B) Summary of Legal Invoices

Moved By Fred Francis

Seconded By Rino Bortolin

THAT the Board authorize the payment of the legal accounts as summarized.

**-Carried Unanimously
7-2018**

12. Waste Diversion

A) Proposed Food and Organic Waste Framework – Province of Ontario

The General Manager provided a general overview of the Province of Ontario's Proposed Food and Organic Waste Framework. He explained that municipalities were given a 60 day comment period which comments were due to the Ministry of the Environment and Climate Change by January 15, 2018. He noted that until this framework is enacted it is still in the discussion phase.

The General Manager discussed that under the 2016 Waste Free Ontario Act the province is still looking at reducing what items are landfilled, especially food and kitchen waste. The framework would compel municipalities to collect these items separately from garbage from households.

The General Manager noted that Windsor, Amherstburg, Leamington, LaSalle and Tecumseh fell within the scope of the framework and would be required to collect organics from single-family dwellings within their "urban settlement areas" should the framework be enacted.

Kingsville, Lakeshore and Essex fell outside the population and density criteria and would be allowed to continue collecting kitchen organics together with their curbside garbage.

The General Manager stated this framework also applies to multi-unit residential buildings and industrial, commercial and institutional facilities. He also stated the proposed framework would not come into effect until 2022 if enacted by the Province.

The General Manager noted that in the past the Board had discussed how Essex-Windsor could increase its diversion rate. The Board deferred any implementation of a food waste collection program. The Board further resolved to re-examine the subject should:

- a) The cost become more reasonable
- b) The Province mandate such a waste diversion initiative
- c) Funding opportunities become available

The Chair questioned how the Proposed Food and Organic Waste Framework would affect the municipalities and the Solid Waste Authority.

The General Manager responded the potential impact to the Authority would be in how the material is handled after collection takes place. He also stated municipalities would be required to alter their various collection contracts in time for a potential 2022 start date. The General Manager noted that any new waste diversion activity results in added costs to municipalities and the Authority but does not result in a reduction in costs at the landfill site.

The Chair further questioned what the Ministry suggests is done with the food waste once collected.

The General Manager indicated that one option would be to turn the food waste into a liquid that would then be spread on farms. He further indicated that food waste produces methane and removing food waste from the landfill would not only save landfill space but reduce the amount of methane produced.

Mr. McDermott questioned if a figure for potential cost was discussed in the meetings that the General Manager has previously attended with the Ministry and other stakeholder groups.

The General Manager explained that processing costs alone would be approximately \$75-100 per tonne. He noted currently there is 100,000 tonnes of municipal curbside refuse collected. One task would be to determine how much of this is food waste and then further determine the amount per municipality. If there were 10,000 tonnes of food waste this would result in processing costs of \$750,000 to \$1,000,000 per year added to municipal and/or Authority annual budgets. This does not include any transfer costs or additional collection costs, if any, over and above current garbage and yard waste collection costs.

Mr. Holt questioned why those Ontario municipalities who already have food waste collection programs implemented them without being mandated to do so.

The General Manager indicated that some of those municipalities had landfills that were nearing their end of life while other municipalities wished to increase their waste diversion percentage.

Mrs. MacDonald questioned if any municipalities have bio-digesters that they operate.

The General Manager is not aware of any but he noted that a private bio-digester business is located in Leamington. He further noted that it may offer a local solution but perhaps not a regional one.

Mrs. MacDonald indicated that Stratford is attempting to bring their waste to a net zero and to harness their landfill gas for their own energy use.

The General Manager agreed there is a lot to consider including the potential siting of a processing facility. He further noted the solution would require a lot of collaboration between the City of Windsor and County municipalities.

The General Manager agreed that there is an environmental benefit associated with the diversion of food waste.

Moved By Fred Francis
Seconded By Hilda MacDonald

THAT the Board endorse the comments of the General Manager as submitted to the MOECC on behalf of the EWSWA in response to the posting of the Framework on the Environmental Registry and which comments were due on January 15, 2018.

**-Carried Unanimously
8-2018**

13. Any Other Items

A) 2018 EWSWA Board Meeting Dates

THAT the 2018 EWSWA Board Meeting Dates be received as information.

**-Carried Unanimously
9-2018**

14. By-Laws

A) 01-2018- Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority.

15. Next Meeting

Tuesday March 6, 2018

16. Adjournment

Moved By Fred Francis
Seconded By Rino Bortolin
THAT the Board stand adjourned at 5:20 PM.

**-Carried Unanimously
10-2018**

All of which is respectfully submitted.

A handwritten signature in blue ink, appearing to read "Ed. Sleiman", written over a horizontal line.

Ed Sleiman
Chair

A handwritten signature in blue ink, appearing to read "Ilija Maodus", written over a horizontal line.

Ilija Maodus
General Manager