



# Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes

**Meeting Date:** Tuesday, May 01, 2018  
**Time:** 4:30PM  
**Location:** Essex County Civic and Education Centre –  
360 Fairview Avenue West Essex – Meeting Room C

## Attendance:

<b>Board Members:</b>	Rino Bortolin	City of Windsor (Arrived 4:45 PM)
	Tom Bain	County of Essex
	Ken Antaya	County of Essex
	Fred Francis	City of Windsor
Chair	Ed Sleiman	City of Windsor
	Chris Holt	City of Windsor
	Ron McDermott	County of Essex
Absent	Bill Marra	City of Windsor
Vice-Chair	Hilda MacDonald	County of Essex
	Drew Dilkens	(Ex-Officio) City of Windsor
<b>EWSWA Staff:</b>	Eli Maodus	General Manager
	Michelle Bishop	Manager of Finance & Administration
	Kelly Cartier	Executive Secretary
	Catharine Copot-Nepszy	Manager of Waste Diversion
	Tom Marentette	Manager of Waste Disposal
<b>County of Essex Staff:</b>	Mary Birch	Director of Council and Community Services
	Sandra Zwiers	Director of Financial Services / Treasurer
<b>City of Windsor Staff:</b>	Anne Marie Albidone	Manager of Environmental Services
	Dwayne Dawson	City Administration

## 1. Call to Order

The Chair called the meeting to order at 4:30 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) April 11, 2018 Regular Meeting Minutes**

Moved By Fred Francis  
Seconded By Chris Holt

THAT the Minutes from the Essex-Windsor Solid Waste Authority regular meeting, dated April 11, 2018 be approved and adopted.

**-Carried Unanimously  
22-2018**

**4. Delegations**

There are no delegations.

**5. Correspondence**

There are no items for discussion

**6. Finance and Administration**

**A) January – March 2018**

The Manager of Finance and Administration discussed the 3 Month Operations Report and noted that it is being presented as a result of a recommendation by Price Waterhouse Coopers during their audit in November of 2015. She noted that from January to March 2018 municipal revenue is within 400 tonnes of material compared to the same period in 2017.

The Manager of Finance and Administration explained the 5,000 tonne variance between 2017 and 2018 ICI&I tip fee revenue. She explained that in the first quarter of 2017 the Authority received a large amount of episodic waste from local construction projects.

The Manager of Finance and Administration further discussed that the sale of recyclable material in the first quarter of 2018 has yielded higher tonnage and higher price per tonne and as result there is a favourable variance.

Moved By Fred Francis

Seconded By Tom Bain

THAT the Board receive the report January – March 2018 Financial as information.

**-Carried Unanimously  
23-2018**

## **B) 2017 Financial Statements and Auditor's Report**

The Manager of Finance and Administration discussed the detail of the 2017 Financial Statements and Auditors' Report noting that the Authority was issued a 'clear' or 'unmodified' opinion, meaning the statements present fairly the financial position of the Authority as at December 31, 2017.

The Manager of Finance and Administration highlighted some notable items from the report including the balance of \$4,568,555 due from the City of Windsor from a bond that the city holds for future cell development. She also discussed the long term liability on page 11 of the agenda package and stated that the \$64.5 M represents a debenture due to Sun Life Assurance Company for the construction of the Regional Landfill. She further notes the last payment is scheduled for 2031.

The Manager of Finance and Administration notes the Rate Stabilization Reserve balance is \$17.5 M and the total of all reserve funds is just under \$49 M.

The Manager of Finance and Administration also discussed the summary of the Authority's accumulated deficit. She explained it was reduced by approximately \$40,000 dollars in 2017 and further explained that as the debenture balance decreases the higher the Authority's equity will be. She also noted that operations for 2017 resulted in a \$2.9 M operating surplus which has now been moved into the Rate Stabilization Reserve.

The Manager of Finance indicated that the Authority does borrow internally from its own portfolio to fund the purchase of large capital items and then reimburses those reserves. She further indicated there is 5.8 M dollars of funds that will be reimbursed.

Mr. Antaya questioned in relation to investment and borrowing from the Authority's own investments portfolio if there is more investment income and less borrowing costs.

The Manager of Finance and Administration explained that an internal transfer is made from the reserve to purchase the capital. A loan is set up and is paid back annually to the reserve. The annual payment includes both the principal repayment and the interest the reserve would have otherwise made if it were to remain invested.

Mr. Bain questioned in regard to the debenture if it would be more beneficial to use a reserve make additional principal payments to pay the debenture back prior to 2031.

The Manager of Finance and Administration agreed that it would be, however after discussions with Sun Life it appears that they do not have any interest in opening that contract and receiving lump sum payments . The Sun Life debenture interest rate is 6.42%. This rate is higher than current market rates so it is not in Sun Life's best interest to re-negotiate the debenture. Sun Life would then charge the Authority penalty fees.

Moved By Ron McDermott

Seconded By Ken Antaya

THAT the Board approve the report 2017 Financial Statements and Auditor's Report.

- **Carried Unanimously**  
**24-2018**

## **7. Waste Diversion**

### **A) Recycle Coach Report**

The Manager of Waste Diversion discussed the EWSWA's new digital app called Recycle Coach. She noted that this app supports over 3000 municipalities across the world. She further noted that the cost to the Authority was included in the 2018 budget.

The Manager of Waste Diversion explained the key features of the app and how the app allows residents to personalize their collection calendar, access the 'What Goes Where' app as well as a quiz to test one's recycling knowledge. She further explained that soft promotions of the app have been done reaching over 150,000 residents. She noted the EWSWA has a communication plan to formally promote the app in the near future.

Moved By Ken Antaya

Seconded By Fred Francis

THAT the Board receive the report Recycle Coach as information.

-**Carried Unanimously**  
**25-2018**

### **B) Earth Day 2018 Report**

The Manager of Waste Diversion discussed Earth Day 2018 which was held on Sunday April 22<sup>nd</sup> at Malden Park in Windsor. She noted the event was well supported with over 2500 residents attending. She further noted that many local leaders were in attendance as well.

The Manager of Waste Diversion explained the theme for this year's event was "Crushing Plastics" where waste diversion practices were promoted that day. It was also

an opportunity to promote upcoming EWSWA events like the Truckload Sale and the Public Open House as well as the new Recycle Coach app.

Moved By Fred Francis  
Seconded By Chris Holt

THAT the Board receive the report Earth Day 2018 as information.

**-Carried Unanimously  
26-2108**

**C) Upcoming Events Report**

The Manager of Waste Diversion discussed the upcoming EWSWA events taking place and the opportunities to promote waste diversion. She noted the Truckload Sale is taking place on Sunday May 6, 2018 at the Windsor Public Drop Off where there will be opportunities for local residents to purchase a variety of waste diversion products at a discounted price. She further noted this event is done in partnership with the City of Windsor.

The Children’s Waster Festival will be taking place May 29-31, 2018 at the Canadian Transportation Museum. This initiative supports school age children and promotes the importance of water conservation and water protection. This event hosts over 4000 adults and children.

The EWSWA Open House will be taking place on Sunday June 10, 2018 at the Windsor Public Drop Off. This event includes a plant tour and is interactive. The Manager of Waste Diversion noted that both EWSWA staff and contractors have agreed to support this annual event.

Moved By Tom Bain  
Seconded By Ken Antaya

THAT the Board receive the report Upcoming Events as information.

**-Carried Unanimously  
27-2018**

**D) Compost Grinding and Hauling Contract – Extension – Windsor Disposal Services**

The Manager of Waste Diversion explained that WDS has provided services for compost grinding and hauling since 2014 and noted that the contract expires on June 2, 2018. Administration’s analysis concluded that it was best to extend the contract under the existing terms and conditions for a period of one year and WDS has agreed to the proposed additional one year extension effective June 2, 2018 until June 2, 2019.

The Chair questioned why Administration is recommending the one year extension under the existing terms and conditions.

The Manager of Waste Diversion explained there are multiple factors that have led to this recommendation. She noted the construction of a new compost pad at the Regional Landfill as being a constraining factor at this time for potentially bringing in a new contractor. She further noted that Administration will explore potential options for next year.

Moved By Ron McDermott

Seconded By Rino Bortolin

THAT the Board approve a one year extension for the period June 2, 2018 to June 2, 2019 of the processing/grinding and hauling of organic waste with Windsor Disposal Services Inc. under the same terms and conditions outlined in the existing contract with the Essex-Windsor Solid Waste Authority.

**-Carried Unanimously  
28-2018**

## **8. Waste Disposal**

### **A) Regional Landfill Cell 3 South Development Tender Award**

The Manager of Waste Disposal discussed the report and the procedure that was undertaken in soliciting bids. The tender was advertised across South Western Ontario in various newspapers, websites, The Windsor, London and Sarnia Construction Associations as well as to a list of various construction companies. A total of 4 companies submitted a bid. All bids were reviewed by Administration and the Authority's consulting engineer, WSP. One error was noted but did not affect the price that was bid. The recommendation is to accept the low bid submitted by SLR Contracting Group at the price of \$8,792,000 excluding HST.

The Manager of Waste Disposal indicated that in the days after the tender closing the Authority met with SLR Contracting Group Inc. to discuss further reductions and were successful in reducing the amount by \$22,656 exclusive of HST.

It should be noted that SLR Contracting Group Inc. has previously completed the construction of Cell 3 North in 2012 and Cell 4 North in 2015 and Administration has been satisfied with their past work.

The Manager of Waste Disposal also noted that Administration is seeking approval from the Board to approve a contribution from the Rate Stabilization Reserve of \$2.1M to relocate the existing compost pad and related road work.

Mr. McDermott noted that on page 49 of the agenda package he attended the tender opening as a Board Member and not as the Chair.

The Chair questioned if the reduction from SLR Contracting Group Inc. was from a mechanical error or what the circumstances were to allow this.

The Manager of Waste Disposal explained that the landfill is a dynamic site and the survey was from approximately one year ago and that some of the topography has changed concerning elevation and new roads that are being built to a new area of refuse. He further explained that there is less distance to haul surplus soil material than originally believed.

Moved By Ken Antaya  
Seconded By Rino Bortolin

THAT the Board accept the low price in the amount of \$8,946,739.20 including 1.76% HST, which was submitted by SLR Contracting Group Inc. and that the Chair and General Manager be authorized to enter into an agreement with SLR Contracting Group Inc. for the Construction of Cell 3 South at the Essex-Windsor Regional Landfill in accordance with the tender documents.

THAT the Board approve a contribution from the Rate Stabilization Reserve of \$2.1M (or the actual final cost figure considering either cost reductions or change orders) in order to finance the construction of a compost pad and related roadwork.

**-Carried Unanimously  
29-2018**

## **B) Closed Landfill 3 Dog Pound Agreement**

The General Manager discussed the Closed Landfill 3 Dog Pound Agreement between pre-municipal amalgamation townships, towns and village which currently comprise, Essex, Lakeshore, LaSalle and Tecumseh which expired in mid-2017 after 20 years. He noted the municipalities are requesting a renewal for a further 20 year period.

Moved By Rino Bortolin  
Seconded By Ron McDermott

THAT the Board recommend to the County of Essex that the County enter into a lease agreement with the towns of Essex, Lakeshore, LaSalle and Tecumseh for the use of a portion of closed Landfill # 3 property in order for those municipalities to collaboratively operate a dog pound for their own purposes.

THAT the term of the lease agreement be for a 20 year period beginning on the date that the County signs the lease agreement.

THAT the rent amount be at a rate of \$1 per year for each of the four municipalities.

**-Carried Unanimously  
30-2018**

**9. Any Other Items**

**A) Proposal for Landfill Gas to Renewable Gas (RNG) Update – Verbal Report**

The General Manager provided an update to the report Proposal for Landfill Gas to Renewable Gas (RNG) from the EWSWA Board meeting dated April 11, 2018. He noted that Union Gas was to issue the results of the RFP for converting landfill gas to renewable natural gas however the Ministry of Energy does not anticipate Treasury Board approval before the June 7 Provincial election. He further notes the province was collecting cap-and-trade carbon tax dollars and was then supposed to subsidize Union Gas to pay for the natural gas or landfill gas that would be converted and placed in the pipeline.

Moved By Chris Holt

Seconded By Tom Bain

THAT the verbal update on the report from the April 11, 2018 EWSWA Board Meeting, Proposal for Landfill Gas to Renewable Gas (RNG) be accepted as information.

**-Carried Unanimously  
31-2018**

**10. By-Laws**

**A) 05-2018 – To Authorize the execution of an agreement between the EWSWA and SLR Contracting Group Inc. for Contract No. 8 Cell 3 South Development at the Essex County Regional Landfill**

Moved By Fred Francis

Seconded By Rino Bortolin

THAT By-Law 05-2018, To Authorize the execution of an agreement between the EWSWA and SLR Contracting Group Inc. for Contract No. 8 Cell 3 South Development at the Essex County Regional Landfill be adopted.

**-Carried Unanimously  
32-2018**



May 1, 2018

EWSWA Regular Board Meeting Minutes

**B) 06-2018 Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority**

Moved By Fred Francis  
Seconded By Rino Bortolin  
THAT By-Law 06-2018 Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority be adopted.

**-Carried Unanimously  
33-2018**

**11. Next Meeting**

The next Authority meeting is scheduled to take place on Tuesday June 5, 2018.

**12. Adjournment**

Moved By Fred Francis  
Seconded By Rino Bortolin  
THAT the Board stand adjourned at 5:15 PM.

**-Carried Unanimously  
34-2018**

All of which is respectfully submitted.



**Ed Sleiman  
Chair**



**Ilija Maodus  
General Manager**