



Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

Meeting Date: Tuesday, November 7, 2023

Time: 4:00PM

**Location and:
Meeting Instructions:** Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Meeting will be held in person for Board Members and staff. Media representatives and interested members of the general public are invited to attend in person.

LIST OF BUSINESS **PAGE NUMBERS**

1. Closed Meeting

A Closed Meeting is scheduled for 4:00PM

Recommendation:

Moved by _____

Seconded by _____

THAT the Board move into a closed meeting pursuant to Section 239 (2) (k) of the Municipal Act, 2001, as amended for the following reason:

(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 municipality or local board.

2. Call to Order

3. Declaration of Pecuniary Interest

4. Approval of the Minutes

A. September 6, 2023 Regular Meeting Minutes 1-11

5. Business Arising from the Minutes

6. Waste Diversion

- A. Result and Award of Hazardous and Special Waste Tender 12-15

7. Waste Disposal

- A. Contract Extension for the Supply of Specialized Equipment Operators at Transfer Station #2 and the Essex-Windsor Regional Landfill 16-18
- B. Leachate Management at the Regional Landfill – Verbal report

8. Finance & Administration

- A. 2024 Budget Deliberation 19-36
2024 Budget document – separate attachment to agenda
- B. Update – County of Essex Council Motion Re: Regional Waste Collection 37-40

9. New Business

10. Other Items

11. By-Laws

- A. By-Law 12-2023 41
Being a By-Law to Authorize the Execution of an Agreement with Green For Life Environmental Incorporated for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the operation of Hazardous and Special Products (HSP) and other materials program in Essex-Windsor as per the terms and conditions contained in their tender submission dated October 7th, 2023 for the period January 1, 2024 to December 31, 2027, with the option to extend the Contract for three (3) 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.
- B. By-Law 13-2023 42
Being a By-Law to Authorize the Execution of an Extension Agreement between the Essex-Windsor Solid Waste Authority and 1869096 Ontario Limited, operating as Canadian Transfer for the Supply of Specialized Equipment Operators at Transfer Station #2 and the Essex-Windsor Regional Landfill for the period January 1, 2024 to December 31, 2025

- C. By-Law 14-2023 43
Being a By-Law to Confirm the Proceedings of the Meeting of the
Board of the Essex-Windsor Solid Waste Authority for November 7,
2023

12. Next Meeting Date

Tuesday, December 5, 2023

13. Adjournment



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Wednesday, September 13, 2023

Time: 3:00 PM

Location: Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary McNamara - Chair	County of Essex
Hilda MacDonald	County of Essex
Rob Shepley	County of Essex
Michael Akpata	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor
Jim Morrison	City of Windsor
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor

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
Teresa Policella	Executive Assistant

City of Windsor Staff:

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

County of Essex Staff:

Mary Birch	Director of Council & Community Services/Clerk
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Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Sandra Zwiers	County CAO

1. Call to Order

Chair McNamara called the meeting to order at 3:00 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

Moved by Michael Akpata

Seconded by Kieran McKenzie

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated August 9, 2023, be approved and adopted.

**55-2023
Carried**

4. Business Arising from the Minutes

There were no items raised for discussion.

5. Waste Diversion

A. EWSWA Material Recovery Facilities (MRFs) Lease Update

The Manager of Waste Diversion provided an update on the status of the Materials Recovery Facilities (MRFs) Lease Request for Proposals (RFP).

In March 2023, the Authority Board approved Administration's recommendation to issue an RFP to lease one or both MRFs as this could support the region's transition to Extended Producer Responsibility (EPR) as well as generate revenue for the Authority.

The RFP closed on May 5, 2023. Although there were six plan takers, only one submission was received. The submission was evaluated by a committee established by the Authority which determined that the Proponent met all the requirements of the RFP. The award of the RFP was not issued to the Proponent as it was contingent upon them securing a Post-collection services contract with a Producer Responsibility Organization (PRO) that aligned with the Authority's transition date.

Unfortunately, the successful Proponent was not awarded a Post-collection services contract with a PRO. On June 27, 2023, the Authority received notification that GFL Environmental Inc. was awarded the receiving facility

contract to receive Blue Box materials post transition from the Essex-Windsor catchment area.

A meeting was held on July 7, 2023, with CM and Authority and City of Windsor (City) Administration. CM indicated that they still had not contracted for the processing of Blue Box materials and were in the process of reviewing submissions. The Authority questioned why the collection and processing services were not linked as there may have been financial, logistical and environmental efficiencies in doing so. The Authority advised CM that it needed a decision if CM required the MRFs beyond August 2024. CM indicated that they would advise the Authority by the end of the month if they were interested in the use of our facility.

At the beginning of August, the Authority reached out to CM's VP, National Supply Chain Operations, Sherry Acaro, as no further updates had been provided by them since the July 7th meeting. Ms. Acaro explained that CM was reviewing submissions. She did note that they would be going to the CM Board in September on how they will proceed. The Authority should know more details by October.

The Manager of Waste Diversion further explained that it was important that a response be received by CM promptly because of the new organics program. The EXP report that was received by the Board at the July meeting recommended that a receiving site for organics be located in Windsor at the site. This decision from CM would impact the decision on how to proceed.

There are no financial implications at this time.

The Manager of Waste Diversion asked if there were any questions.

Mr. Kieran McKenzie questioned the CM decision making process and stated that the October date sounds a little loose.

The General Manager stated that the Authority needs a decision in short order to determine the best use of the facility and we have a successful Proponent. It is also important for the rollout of the organics program. Per the EXP report, Source Separated Organics (SSO) will be delivered somewhere in the vicinity of Windsor and procurement documents need to be issued. All of this will come together quickly but the Authority must stay on top of CM for a decision.

Mr. Kaschak asked if any information was provided at the recent Association of Municipalities of Ontario (AMO) conference.

The General Manager stated that she attended the Circular Economy workshop. Presentations were given by two municipalities that have already transitioned. One opted in with CM and the other opted out. They both had a good experience with transition stating that it was fairly seamless. Both of these municipalities stayed with the same collector. As for the County, there will be a

new collector because the City will no longer be the collector. As it relates to the MRFs, of these two municipalities that have transitioned, one leased out their MRF and the other did not have one. She noted that this is a good opportunity for the Authority to watch as other municipalities transition before us.

Moved by Kieran McKenzie
Seconded by Gary Kaschak

THAT the Board receive the report as information.

**56-2023
Carried**

6. Waste Disposal

A. Hydro Service Upgrades at the Regional Landfill

The Manager of Waste Disposal stated that the purpose of the report is to recommend the award for Hydro Service Upgrades at the Regional Landfill (RL) to Sterling Motors Technology Inc. at the submitted price of \$139,900 plus HST. As presented at the previous Board meeting, the RL does not have the appropriate electrical services to support the new Reverse Osmosis (RO) system. At this same meeting, the Board approved a one-time contribution from the Rate Stabilization Reserve to fund the hydro service upgrades.

Initial estimates for the completion of the upgrades were approximately \$90,000. After discussions with Hydro One and the electrical contractors, it was identified that modifications to the scope of work were required to accommodate the power demand, the requirements of Hydro One and the Electrical Safety Authority. Due to these modifications, the cost of the work exceeded \$100,000 which requires approval by the Board per the Authority's Procurement Policy (EW-008).

A Request for Quote (RFQ) was issued for the upgrades and two bid submissions were received. Both Proponents passed the Compliance Stage and proceeded to the Pricing Stage. The resulting bids are outlined on page 11 of the agenda package. Sterling Motor Technology Inc. was the successful Proponent.

The cost of the Hydro Service Upgrades will be funded by a one-time contribution from the Rate Stabilization Reserve.

The Manager of Waste Disposal asked if there were any questions.

Mr. Morrison commented that there was a vast difference in the quotes submitted.

Mrs. MacDonald noted that the increase is not a surprise as costs have gone up.

Mr. Kieran McKenzie asked if there had been any thought on how the methane gas that the RL generates could be captured.

The Manager of Waste Disposal stated that the Authority is in the process of issuing an Expression of Interest to companies that handle gas management

Mr. Kieran McKenzie noted that it will be interesting to see the results when it comes forward.

No further questions were asked.

Moved by Jim Morrison

Seconded by Hilda MacDonald

1. **THAT** the Board award the Request for Quote to Sterling Motor Technology Inc. for the Hydro Service Upgrades at the Regional Landfill in the amount of \$139,900 plus HST
2. **THAT** the Board approve the increase in the one-time contribution from the Rate Stabilization Reserve to fund the Hydro Service Upgrades at the Regional Landfill from \$90,000 to \$139,900 plus HST.

**57-2023
Carried**

B. Design, Engineering and Construction of a New Scale House Building –
Result and Award

The Manager of Waste Disposal stated that the purpose of the report is to recommend the award of the RFP for the Design, Engineering and Construction of a new scale house building at Transfer Station #2, located in the Town of Kingsville to Greenlight General Contracting Inc. who has been identified as the Preferred Proponent and submitted a total bid price of \$224,000, excluding taxes. He explained that the new scale house will replace the original 18-year-old pre-fabricated scale house building which no longer suits this very busy site.

The Authority issued an RFP on May 16, 2023, and three (3) submissions were received. The evaluations of the submissions consisted of a four-stage process. All proposals achieved the minimum Technical Score and proceeded to the Financial Stage. Greenlight General Contracting Inc. achieved the highest overall score and was identified as the Preferred Proponent.

The cost of the new scale house was included in the 2023 capital budget. The budget of \$130,000 for this project was based on an estimate received at the time the budget was formed. After completing the competitive procurement

process, the cost of this project exceeded the 2023 budget. The project will be financed through the Equipment Replacement Reserve.

The Manager of Waste Disposal asked if there were any questions. No questions were asked.

Moved by Gary Kaschak

Seconded by Michael Akpata

THAT the Board award the Request for Proposal (RFP) to Greenlight General Contracting Inc. for the Design, Engineering and Construction of a new scale house building at Transfer Station #2 in the amount of \$224,000 plus HST.

**58-2023
Carried**

7. Finance & Administration

A. January to June 2023 – Six Month Operations Financial Review

The Manager of Finance and Administration stated that the purpose of the report is to present the six-month financial review of the operating costs and revenue comparing estimated results to the 2023 Operational Plan and Budget figures. The tables on pages 16 and 17 of the agenda package summarized the estimated operating revenues and expenditures for the period of January 1 to June 30, 2023 and compares them to the budget figures.

The estimated January to June 2023 revenue is approximately \$442,800 more than the budget. This favourable revenue variance is primarily attributed to the following:

- An increase in waste tonnages from Institutional/Industrial/Commercial (ICI) customers;
- An increase in the amount of contaminated soil received at the RL;
- An increase in non-landfilled ICI material which primarily consists of daily cover material such as auto shredder fluff and organic material;
- An increase in revenues from the sale of recyclable goods. This increase is attributable to the commodity prices remaining higher on average than budget in the first six months of 2023. The actual commodity prices versus the 2023 budgeted prices are illustrated in the tables on pages 19 and 20 of the agenda package.

There has been an unfavourable variance in revenues related to Municipal refuse for the first six months of 2023. This unfavourable variance is expected to decrease due to the recent influx of refuse material which resulted from the recent flooding event in the Essex-Windsor region.

The Manager of Finance stated that expenditures for the six months of 2023 are approximately \$280,000 less than budget. This favourable variance is primarily attributed to the decrease in the amount of leachate hauled from the Regional Landfill to the Lou Romano Water Reclamation Plant (LRWRP). This favourable variance is expected to decrease in the last six months of 2023 due to the costs of launching the RO treatment plant and the expected increase of leachate loads hauled and treated.

He also noted that the following impacted the expenditure variance:

- An increase in costs associated with operating the County Blue Box recycling collection which is operated by the City;
- An increase in the Host Compensation due to the higher than budgeted tonnes of landfilled material received at the RL. The overall landfilled tonnes were 5,391 tonnes higher than budgeted.

In regards to the Operating Summary, the approved 2023 budget included a deficit of (\$3,757,380) of which (\$1,570,200) was expected to be incurred in the first six months of 2023 and the remaining from July to December 2023. The first six-month financial review indicates an estimated deficit of (\$847,200) for the January to June 2023 period which results in an estimated favourable variance of \$723,000.

The full 2023 fiscal year will form part of the 2024 Operating Plan and Budget document that will be presented at the November 2023 Board meeting.

The Manager of Finance asked if there were any questions. No questions were asked.

Moved by Rob Shepley

Seconded by Gary Kaschak

THAT the Board receive the report as information.

**59-2023
Carried**

B. Update – County of Essex Council Motion Re: Regional Waste Collection

The General Manager provided an update related to the Motions passed by the last term of Essex County Council with regard to exploring regional waste collection services within the seven (7) County municipalities.

On April 19, 2023, Essex County Council reconfirmed its commitment to a regional approach to waste management. At this meeting, they also directed County of Essex Administration to report back with further feedback from the local municipalities and the necessary By-Law to upload the collection of waste to the County.

The Authority General Manager, Authority and County Solicitor, David Sundin and County CAO/Director of Finance/Treasurer, Sandra Zwiers, have attended all seven (7) County municipalities to provide a presentation regarding the resolutions passed at County Council. They also attended County Council meetings on July 19, 2023, and August 16, 2023, to present reports that included the recommendations in the EXP document that was presented to the Authority Board on July 12, 2023. At the August 16, 2023 meeting, County Council passed the By-law to upload the collection and delivery of waste from the local municipalities to the County.

The General Manager noted that although County Council has passed the By-Law, each local municipality will have to vote at each of their respective Council meetings. A triple majority from the local municipalities will be required. This means that it will be up to at least four (4) of the Councils of the local municipalities, comprising of at least 50% of the available electors within the County, to pass the County's By-law. The General Manager noted that as of last night, the Town of Kingsville voted against the motion, whereas, the Municipality of Leamington and the Town of Tecumseh voted in favour of the motion. Any final resolution will be brought forward to the Board.

The General Manager asked if there were any questions.

Mr. Morrison asked what would happen if some of the municipalities did not approve.

The General Manager stated that if this does not move forward, the Authority still has the motion to proceed with an organics program that was approved by County Council and garbage collection would remain at the municipal level. The Authority will issue an RFP in the fall of 2023 for the collection of the organics program. Seacliff Energy has been awarded the RFP to process organics. If the By-Law does pass, the Authority will work with the Municipal Working Group on how to proceed with both organics and garbage collection.

Mr. Kieran McKenzie asked if the General Manager could share some of the arguments of the municipalities opting out or expressing concerns.

The General Manager stated that each municipality has their reasons for opting in or opting out. All the municipalities have listened to the presentation given by the Authority and County of Essex staff explaining the advantages of regionalization. Some municipalities have entered into new contracts at higher costs. Regionalizing would provide economies of scale. Per the EXP document, there is an opportunity to get economies of scale and allows contractors to optimize routes. Also, as noted in the EXP document, there is an opportunity to standardize services. The EXP document recommends rolling out a program that is consistent throughout the entire community, the environmental impacts of the landfill, utilizing the organics program and Blue Box program and achieving waste diversion. A concern with the municipalities is the unknown cost. She noted that we do not know what the cost will be for a regional

program until an RFP is issued. This applies to the organics program as well. Another concern is that municipalities want to maintain their level of service. The General Manager stated that from an Authority and County perspective, we want to be open and transparent about what the minimum service levels will be. As presented at County Council, the minimum service levels will be weekly organics collection, Every Other Week (EOW) garbage collection, weekly yard waste collection from April through November and monthly bulk items collection.

Mr. Kieran McKenzie asked if the Authority has other tools to encourage a broader perspective for diversion assuming that there isn't a complete regional buy-in.

The General Manager stated that the EXP document was very clear about having standardized promotion and education (P&E) and outreach. It will be difficult to reach all residents and educate them about how the programs are utilized if there are municipalities with different levels of service. For example, P&E in schools with students who live in different boundaries. She noted that when you have varying service levels, residents become confused and will not participate in the programs. This also causes cross contamination. The Authority will continue with P&E. The best practice is to move to EOW garbage collection and weekly organics collection. It will be challenge if there are different service levels but the Authority will develop P&E as appropriate.

Mr. Kieran McKenzie noted that he appreciates the outreach and reports and the work done by Authority administration.

The Chair asked if there were any further questions. There were no further questions.

Moved by Kieran McKenzie
Seconded by Kirk Walstedt

THAT the Board receive the report as information.

60-2023
Carried

8. Other Items

No other items were raised for discussion.

9. By-Laws

A. By-Law 9-2023

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT By-Law 9-2023, being a By-law to Authorize the execution of an agreement between the Essex-Windsor Solid Waste Authority and Sterling Motor Technology Inc. for the Hydro Service Upgrades at the Regional Landfill.

**61-2023
Carried**

B. By-Law 10-2023

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT By-Law 10-2023, being a By-law to Authorize the execution of an agreement between the Essex-Windsor Solid Waste Authority and Greenlight General Contracting Inc. for the Design, Engineering and Construction of a New Scale House Building at Transfer Station #2, located in the Town of Kingsville.

**62-2023
Carried**

C. By-Law 11-2023

Moved by Hilda MacDonald
Seconded by Rob Shepley

THAT By-Law 11-2023, 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 13th day of September, 2023.

**63-2023
Carried**

10. Next Meeting Dates

Thursday, October 5, 2023
Tuesday, November 7, 2023 – 2024 Budget Deliberation
Tuesday, December 5, 2023

11. Adjournment

Moved by Mark McKenzie
Seconded by Jim Morrison

THAT the Board stand adjourned at 3:48PM.

**64-2023
Carried**

All of which is respectfully submitted.

Gary McNamara
Chair

Michelle Bishop
General Manager



Essex-Windsor Solid Waste Authority

Administrative Report

October 30, 2023

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Catharine Copot-Nepszy, Manager of Waste Diversion
Meeting Date: Tuesday, November 07, 2023
Subject: Tender Award for the Provision of Equipment and Labour for the Receiving, Loading, Transportation and Disposal of Hazardous and Special Products (HSPs) and Other Materials, and for the Operation of HSP Facilities at Essex-Windsor Solid Waste Authority Sites

Purpose

The purpose of this report is to recommend that the Authority Board award the tender for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the Hazardous and Special Products (HSPs) program to Green for Life Environmental Inc. (GFL) for the period January 1, 2024 to December 31, 2027 with an option at the Authority's discretion, for three additional one-year extensions or portions thereof.

Background

For the past three decades, the Authority has provided a diversion program for residents and small businesses to safely drop off household hazardous waste to be good environmental stewards and to comply with various legislation including the Essex-Windsor Regional Landfill's Environmental Compliance Approval (ECA). Some examples of materials dropped off at an Authority HSP facility include oil filters, paint, pressurized containers, pesticides, fertilizers, cleaners, mercury-containing devices, refillable propane tanks, batteries, and lighting.

The Authority's first HSP facility was located at the Windsor Public Drop Off in the City of Windsor and subsequently two more HSP facilities were established at Transfer Station #2 in the Town of Kingsville and the Essex-Windsor Regional Landfill in the Town of Essex. These two additional HSP facilities were added to

support residents who live in the County of Essex municipalities to provide residents with better access to proper disposal/diversion of HSP to keep materials out of both the landfill and the environment (illegal dumping). Since the inception of the program, the Authority has relied on a contractor to provide HSP labour and disposal through a formal tender process.

The HSP program is a key aspect of the Authority's Waste Diversion programming and shows great success each year in capturing hazardous waste both safely and properly through the Authority's Waste Diversion report. In 2022, Essex-Windsor Residential Waste Diversion Report published that 621 metric tonnes of HSP materials that were diverted from the landfill through the Authority's HSP Facilities and programming. The Reuse Centre, which is located at the Windsor Public Drop Off site, contributed to this diversion and successfully kept program costs down. In 2022, it attracted 1,403 residents who took free of charge 37,000 reuse products that would have otherwise potentially been a cost if processed through the HSP contractor.

Discussion

The current contract with GFL expires December 31, 2023, and all extension clauses have been exercised. Note that this contract was awarded in 2019 to EnviroSystems Limited, which was then sold to Terrapure Environmental and eventually bought by GFL who operated the majority of the contract.

On September 22, 2023, the Authority issued a tender for the provision of equipment and labour and disposal necessary to support the HSP program in Essex-Windsor. The tender was emailed to contractors who provide services in this field, and it was posted on the EWSWA, Biddingo and MERX websites, as well as, Bids and Tenders. The tender closed on Tuesday, October 23, 2023, and 1 bid was received. The total annual price (excluding 13% HST) bid submitted by GFL was \$587,410 which will remain constant for the term of the program as there are no price adjustments included in this tender.

It is important to note that in 2019, three bids were received for this contract and two of these companies have since been bought by GFL and one has since removed themselves from this scope of work due, as well as, the competitive market. Similarly, other municipalities such as the City of London and Hamilton tendered in the last year for comparable services and attracted similar bid responses, 2 bidders and 1 bidder respectively.

Further, this service is comparable to a niche market as it requires the contractor to show that they are equipped to fulfill the requirements of the tender and legislation around HSP material handling and must therefore:

- Be approved and registered with the Resource Productivity and Recovery Authority (RPRA) as an HSP Transporter for the materials listed;
- Have an HSP processor who is also registered and approved by RPRA;
- Show proof that they have the proper Environmental Compliance Approvals (ECAs) for the hauling of materials, as well as ECAs for the processing/disposal facilities that they will be using to manage HSP materials;
- Submit three municipal references where they performed similar services in the last three years; and
- Satisfy all other requirements, such as licenses, proper equipment, etc.

It is important to note that GFL also holds the majority of HSP contracts with other Ontario municipalities and has proven to successfully support the current HSP contract with the Authority. Finally, the bid from GFL was reviewed and meets all compliancy requirements of the tender.

Financial Implications

As noted above, the total annual price (excluding 13% HST) submitted by GFL is \$587,410. This total is comprised of two components: the annual material disposal cost bid of \$316,245 and the annual labour bid of \$271,165. The prices included in the tender will remain constant for the term of the program as there are no price adjustments included in the tender. The labour costs are based on charges of \$65/hour for a Chemical Technician/Supervisor and \$50/hour for a General Labourer who oversee and manage the program on-site at the Authority's Windsor location to support site hours.

The Authority's 2024 budget has been updated to reflect the increased program costs. In comparison to the 2023 budgetary numbers, the 2024 budget will potentially increase by 66% for disposal and 27% for labour and will remain the same for the term of this contract. The annual disposal cost is a function of the amount of materials that residents bring for disposal which varies from month to month or year to year. Authority Administration will continue to work with the Contractor to divert as much HSP and other material as possible to the Reuse Centre to reduce costs and increase diversion, as well as, continue to evaluate the program and the materials that enter the stream to handle them in as efficiently, financially and environmentally as possible.

Recommendation

THAT the Board award the HSP tender to Green For Life Environmental Incorporated for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the operation of Hazardous and Special Products (HSP) and other materials program in Essex-Windsor as per the terms and conditions contained in their tender submission dated October 7th, 2023 for the

period January 1, 2024 to December 31, 2027, with the option to extend the Contract for three (3) 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.

Submitted By



Catharine Copot-Nepszy, Manager of Waste Diversion



Essex-Windsor Solid Waste Authority

Administrative Report

October 24, 2023

To: The Chair and Board of the Essex-Windsor Solid Waste Authority

From: Tom Marentette, Manager of Waste Disposal

Meeting Date: Tuesday, November 07, 2023

Subject: Contract Extension for the Supply of Specialized Equipment Operators at Transfer Station #2 and the Essex-Windsor Regional Landfill – 1869096 Ontario Limited, Operating as Canadian Transfer

Purpose

The purpose of this report is to recommend that the Board approve a two (2) year contract extension to 1869096 Ontario Limited, (doing business as Canadian Transfer), for the supply of specialized equipment operators at Transfer Station #2 and the Essex-Windsor Regional Landfill for the period January 1, 2024 – December 31, 2025.

Background

The Authority owns the heavy equipment used at the Essex-Windsor Regional Landfill and at Transfer Station #2 including:

- Landfill compactor
- 2 Bulldozers (Main unit & backup)
- Excavator
- Rock truck
- Front end loader (Transfer Station #2)

The Authority competitively procures and awards contracts for specialized equipment operators to operate the heavy equipment.

Discussion

In April 2020, the EWSWA approved a (3) year contract extension to Canadian Transfer for the supply of specialized equipment operators at Transfer Station #2 and the Essex-Windsor Regional Landfill for the period January 1, 2021 – December 31, 2023, with an extension option for any period or periods up to 2 additional years upon the mutual agreement of the both parties.

Authority Administration has communicated with Canadian Transfer officials and confirmed their interest in extending the contract per the contract terms. The Authority has developed a good working relationship with the managers and operators of Canadian Transfer over the past seven years. Together, Canadian Transfer and the Authority have assembled a great team of operators focused on safety, communication and quality service to support Authority operations. In a review of recent discussions with Canadian Transfer and the history of only a few bidders for this specialized work, staff recommends an extension to the existing contract rather than risking potentially a higher price through the tender process.

Administration is recommending that the Authority exercise the contract extension option for another two (2) year term effective January 1, 2024 and ending on December 31, 2025. The extension will enable the Authority to take full advantage of the preferred price. There are no further extension options available and the contract will be re-tendered in 2025 through the Authority's procurement process.

Financial Implications

The current contract document includes an annual hourly rate escalation provision equal to the increase in the year-over-year Consumer Price Index (CPI).

The current 2023 operator rate per hour is \$64.07, plus 1.76% HST. The 2024 operational plan and budget for specialized equipment operators includes an estimated CPI increase as well as an increase in operator hours to meet operational demands due to increased waste tonnages currently being received for disposal.

Recommendation

THAT the Board approve a two (2) year contract extension from January 1, 2024 to December 31, 2025 to 1869096 Ontario Limited, (doing business as Canadian Transfer), for the supply of specialized equipment operators at Transfer Station #2 and the Essex-Windsor Regional Landfill under the same terms and conditions of the original contract. Further, that the Chair and General Manager be authorized to execute the extension agreement.

Submitted By



Tom Marentette, Manager of Waste Disposal



Essex-Windsor Solid Waste Authority Administrative Report

November 1, 2023

To: The Chair and Board of the Essex-Windsor Solid Waste Authority

From: Michelle Bishop, General Manager
Steffan Brisebois, Manager of Finance & Administration

Meeting Date: Tuesday, November 07, 2023

Subject: 2024 Budget Overview

Purpose

The purpose of this report is as follows:

1. **Recommend** that the Board **approve the 2024 expenditure budget** estimates as well as the budget estimates related to **non-municipal revenue** (e.g. ICI tip fees, Recycling Revenue etc.).
2. **Recommend** that for 2024 the Board approve a **4.1% increase** to the 2023 base amount budgeted as to be assessed to Windsor and the 7 County municipalities. This increase equates to **\$591,170** and would be comprised of two components:
 - (a) A \$1.00 increase in the per-tonne fee assessed on refuse delivered for disposal from the 2023 rate of \$41.00 to the 2024 rate of \$42.00 - **\$112,370**
 - (b) An increase in the fixed amount assessed to municipalities based on population – **\$478,800**

The 2024 municipal budgeted tonnes have remained unchanged from the 2023 budgeted year which amounted to 112,370 tonnes.

Background

EWSWA Budget Approval Process

The annual EWSWA budget process begins in August with Administration meeting regularly as defined in the annual budget schedule to plan and prepare estimates.

The Budget is presented to the EWSWA Board for consideration annually at the regularly scheduled November Board meeting. Once the EWSWA Board has approved the Budget, section 5(d) of the 1994 Agreement between the City of Windsor and County of Essex that created the Essex-Windsor Solid Waste Authority states: "The Authority shall report to a regularly scheduled meeting of each of the City and County Councils by the end of each year...and shall submit an operational plan and budget as referred to herein and shall ask for approval from each of the City and County Councils."

Technical Staff Committee Review

As part of the annual process of the preparation of the EWSWA budget, the Authority Administration meets with the City of Windsor and County of Essex operations and finance staff in order to scrutinize and review the budget document prepared by Authority staff. The Authority, Windsor and County staff group is called the Technical Staff Committee. Once this group has agreed that the proposed expenditures and revenues are reasonable/appropriate, the budget is then placed on the EWSWA Board agenda where it can be deliberated by the Board.

On October 10, 2023, the Technical Staff Committee met to discuss the draft 2024 budget. The Committee reviewed the budget document page-by-page and an agreement was reached by the Committee members to accept Administration's estimates and move that the budget be placed on the EWSWA Board agenda for Board member's consideration.

2024 Budget; Balanced Budget Objective by 2027 and 15-Year Forecast

As part of discussions and in order to guide the Technical Staff Committee during its review of the 2024 draft Budget document, the Committee considered a February 2018 recommendation to the EWSWA Board from the CAOs of the City of Windsor and the County of Essex.

The recommendation was as follows:

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

With 2018 being Year 1 of the 10 year period this means that the objective is to attain a balanced budget by the time of the preparation of the 2027 budget.

The same recommendation was presented both to County Council in February 2018 and Windsor Council in March 2018 as part of their consideration and approval of the Authority's 2018 budget.

Also as part of the annual budget preparation process, a 15 year forecast is prepared. A copy of the forecast is attached to this report. This forecast shows that in order to have a balanced budget by 2027 and replenish the Rate Stabilization Reserve, the amount assessed annually by the Authority to the City of Windsor and the 7 County municipalities will need to increase 4.1% for each year including 2027 with a reduced increase being projected for 2028 as the budget is being projected as being balanced for that year.

The outcome of these annual increases of 4.1% for each year is that the EWSWA budget will be balanced without the requirement for a contribution from the Rate Stabilization Reserve.

Prior and projected increases:

2017	0%
2018	2.0% (Year 1 of the Balanced Budget Objective)
2019	4.1% (Year 2 of the Balanced Budget Objective)
2020	4.1% (Year 3 of the Balanced Budget Objective)
2021	4.1% (Year 4 of the Balanced Budget Objective)
2022	4.1% (Year 5 of the Balanced Budget Objective)
2023-2027	4.1% (For each of those 5 years)
2028	2.0% (2028 being Year 10 of the Balanced Budget Objective)

Discussion

The 2024 budget estimates have been prepared by analyzing current expenditures and projecting costs for the upcoming year. The Authority uses a zero-based budgeting approach.

Further, budget estimates assume that current service levels are appropriate and will be maintained going forward. No new programs are being proposed for 2024.

Budget Summary (Excluding Perpetual Care for Landfills #2 & #3)

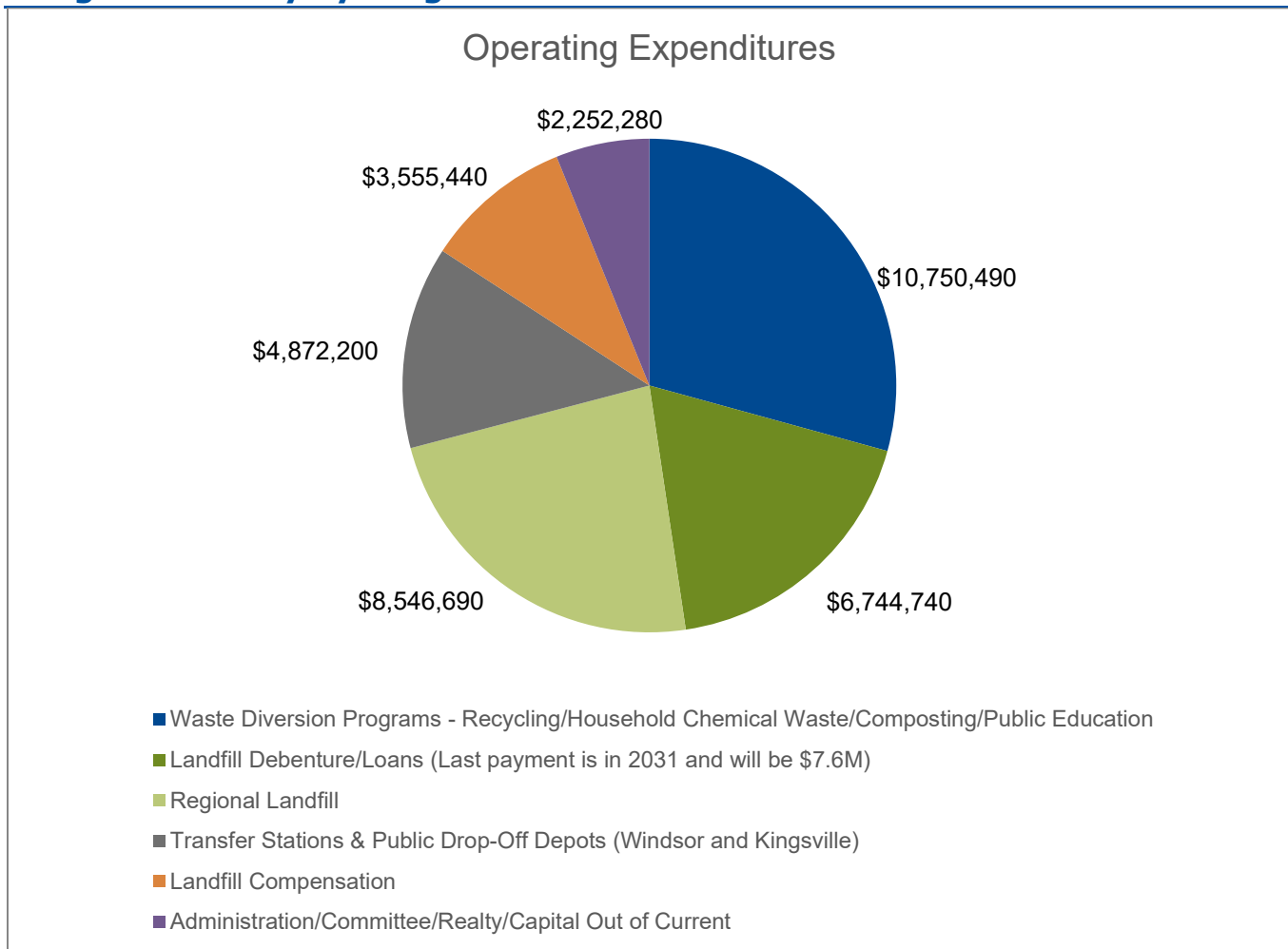
Based on a 4.1% increase for 2024 to amounts assessed to municipalities.

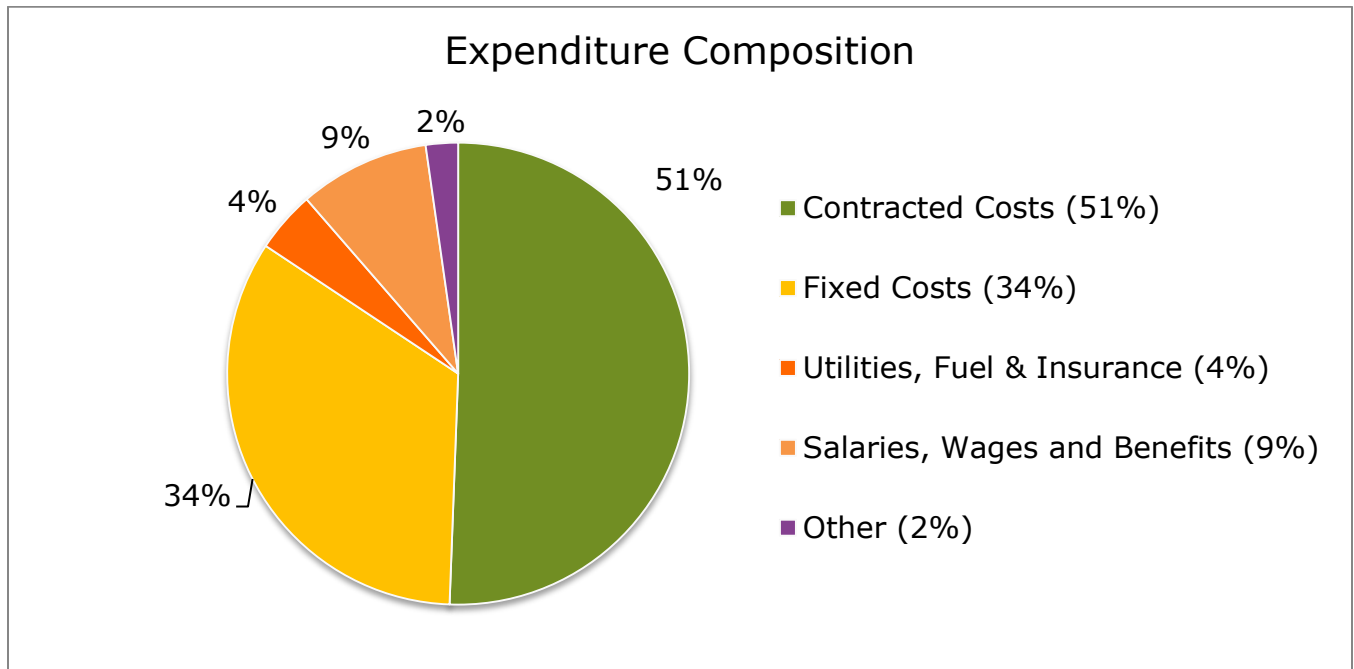
	2023	2023	2024	2024
	Budget	Projection	Budget	Vs 2023
<u>EXPENDITURES</u>				
Operating Expenditures	\$35,106,390	\$35,282,725	\$36,768,840	
Capital out of Current	\$38,600	\$82,870	(\$47,000)	
Total Expenditures	\$35,144,990	\$35,365,595	\$36,721,840	
<u>REVENUE - Non-Municipal</u>				
ICI Tip Fees; Recycling Sales; Blue Box Funding; Other	(\$16,968,810)	(\$18,937,660)	(\$18,480,450)	
Amount Required from Municipalities	\$18,176,180	\$16,427,935	\$18,251,390	
<u>REVENUE - From Municipalities</u>				
Fixed Cost Allocation (Admin+Compensation+Debenture)	(\$9,811,630)	(\$9,811,630)	(\$10,290,430)	
Total Waste Mgt Fee - 2023 - 112,370 Tonnes as Base:				
(2023 - 112,370 @ \$41) (2024 - 112,370 @ \$42)	(\$4,607,170)	(\$4,613,480)	(\$4,719,540)	
Sub-Total - Revenue from Municipalities	(\$14,418,800)	(\$14,425,110)	(\$15,009,970)	4.10%
Increase in Muni. Tonnes 2024 vs 2023:				
(2023 - 112,370) (2024 - 112,370) = \$0 Tonnes @ \$42	\$0	\$0	\$0	
Total Revenue from Municipalities	(\$14,418,800)	(\$14,425,110)	(\$15,009,970)	
(Deficit)	(\$3,757,380)	(\$2,002,825)	(\$3,231,420)	

Rate Stabilization Reserve

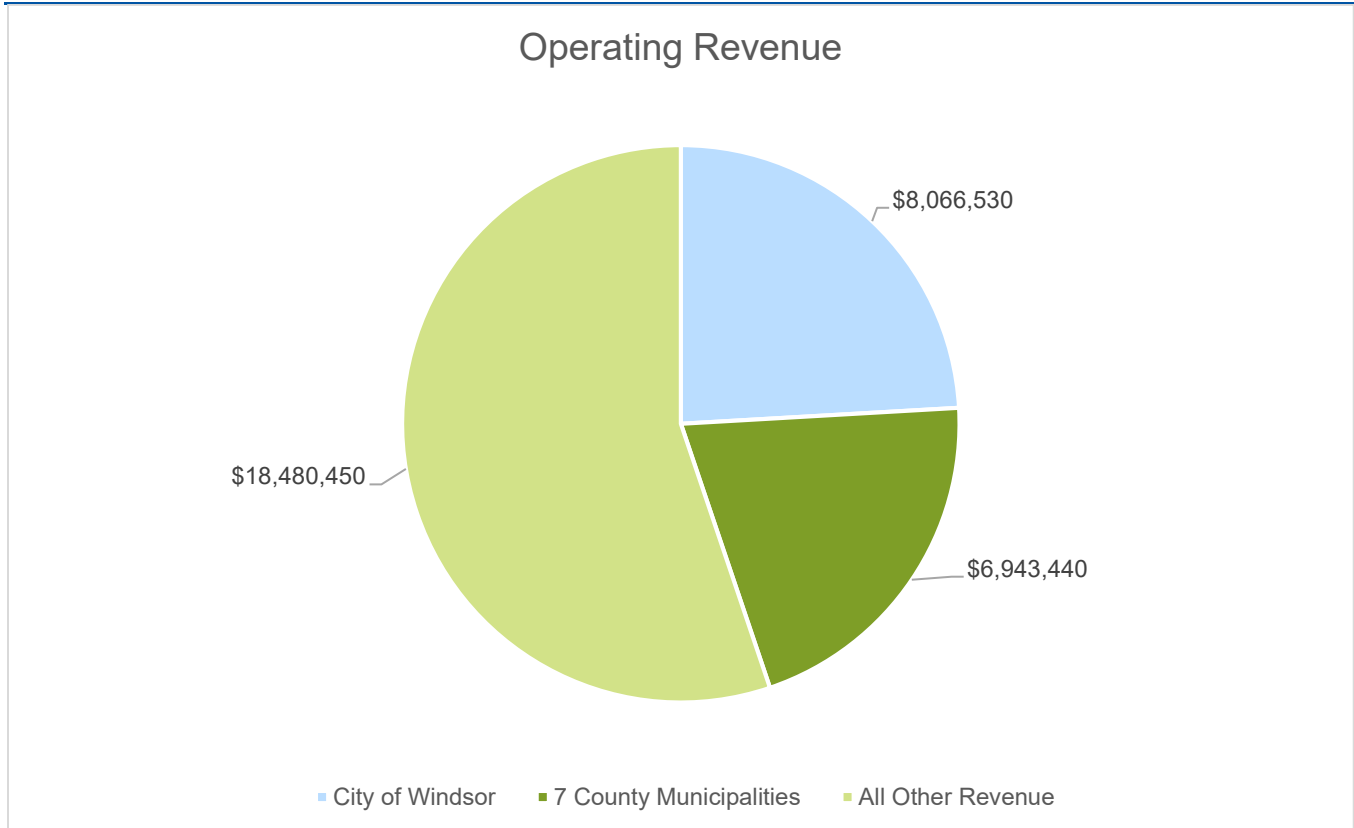
	2023 Budget	2023 Projection	2024 Budget
Rate Stabilization Reserve - Beg. of Yr.	\$11,218,930	\$11,511,910	\$9,669,815
Interest Earned	\$353,830	\$428,200	\$300,000
Draw From Reserve – Surplus/(Deficit) from above	(\$3,757,380)	(\$2,002,825)	(\$3,231,420)
Draw From Reserve - Re. Capital & Consulting Expenditures	(\$103,000)	(\$267,470)	(\$576,130)
Rate Stabilization Reserve - End of Yr.	\$7,712,380	\$9,669,815	\$6,162,265

Budget Summary by Program





Budget Revenue by Source



Breakdown of the Municipal Assessment Between Windsor and Essex County Municipalities

	2023	2024	2023/2024
	<u>Budget</u>	<u>Budget</u>	<u>Difference</u>
<u>WINDSOR (Pop'n 229,660)</u>			
Fixed Cost Allocation-Based on Census Pop'n	\$5,331,710	\$5,591,890	
Tipping Fee @ 2023 - \$41.00 / 2024 - \$42.00	\$2,415,720	\$2,474,640	
Total Windsor	\$7,747,430	\$8,066,530	\$319,100
<u>ESSEX COUNTY (Pop'n 192,970)</u>			
Fixed Cost Allocation-Based on Census Pop'n	\$4,479,940	\$4,698,540	
Tipping Fee @ 2023 - \$41.00 / 2024 - \$42.00	\$2,191,450	\$2,244,900	
Total Essex County	\$6,671,390	\$6,943,440	\$272,050
TOTAL MUNICIPAL ASSESSMENT	\$14,418,820	\$15,009,970	\$591,150

2023 Budgeted Deficit vs. 2023 Projected Deficit - \$1,754,555 Favourable

The \$1,754,555 favourable variance between the 2023 budgeted deficit of (\$3,757,380) and the 2023 projected deficit of (\$2,002,825) is attributed to:

Revenue	Landfill Tipping Fees – Increase in IC&I Landfilled Material	\$1,638,670
Revenue	Recycling – Increase in Sale of Recyclable Materials	\$260,600
Revenue	Landfill Tipping Fees – Increase in IC&I Organic & Other Non-Landfilled Material	\$121,445
Revenue	Operating Revenue – Increase in operating interest	\$110,000
Revenue	Misc. - Decrease in Revenue from Various Programs	(\$90,755)
Revenue	PDO – Decrease in Sale of Scrap Metal	(\$64,800)
Revenue	Favourable Variance	\$1,975,160

Expenditure	Regional Landfill Other – Increase in Host Compensation - Town of Essex	(\$358,000)
Expenditure	Regional Landfill Operating – Increase relating to RO Site Preparation	(\$217,000)
Expenditure	Regional Landfill Operating – Increase in heavy equipment operator hours	(\$142,800)
Expenditure	Regional Landfill – Decrease in cost to manage leachate which includes hauling, treatment, RO rental and RO consumables	192,950
Expenditure	Misc. - Decrease in Expenditures from Various Programs	\$256,445
Expenditure	PDO – Decrease in the number of bins hauled	\$47,800
Expenditure	Unfavourable Variance	(\$220,605)
Variance	Budget vs Projection - Favourable	\$1,754,555

2023 Budgeted Deficit (\$3,757,380) vs. 2024 Budgeted Deficit (\$3,231,420) - \$525,960 Favourable Variance

Revenue	Landfill Tipping Fees – Increase in IC&I Landfilled Material	\$1,638,670
Revenue	Municipalities – Increase in the Allocation of Fixed Costs, Price Per Tonne & Municipally Delivered Material	\$591,170
Revenue	Regional Landfill – Contribution from Rate Stabilization and Regional Landfill Reserve to assist with cost relating to leachate management activities	\$1,326,130
Revenue	Misc. – Decrease in Revenue from Various Programs	(\$285,210)
Revenue	Recycling – Decrease in Stewardship Ontario Blue Box Funding	(\$528,940)
Revenue	Recycling - Decrease in Sale of Recyclable Materials	(\$639,010)
Revenue	Favourable Variance	\$2,102,810

Expenditure	Regional Landfill – Increase in costs to manage leachate which include costs to haul, treat, RO Plant Rental and RO Consumables	(\$2,174,230)
Expenditure	Regional Landfill Other – Increase in debenture contribution (Sun Life)	(\$190,530)
Expenditure	Regional Landfill Other – Increase payment made to Town of Essex (Host Compensation)	(\$166,040)
Expenditure	Regional Landfill – Increase in the number of heavy equipment operator hours	(\$167,000)

Expenditure	Regional Landfill – Increase in costs of purchase services	(\$90,000)
Expenditure	Regional Landfill – Contribution to the Regional Landfill Reserve for leachate management	(\$750,000)
Expenditure	HSP – Increase in disposal fees due to new contractor price	(\$315,200)
Expenditure	HSP – Increase in contractor labour price	(\$64,600)
Expenditure	Misc. Other decreases in expenditures from various programs	\$217,310
Expenditure	Recycling – Decrease in costs to operate the CoW Blue Box Collection program	\$532,910
Expenditure	Recycling – Decrease in costs to operate the County Blue Box Collection program	\$715,000
Expenditure	Recycling – Decrease in costs relating to process costs	\$875,530
Expenditure	Unfavourable Variance	(\$1,576,850)
Variance	2023 Budget vs 2024 Budget - Favourable	\$525,960

Landfilled Tonnes

The breakdown of budgeted landfilled tonnes is as follows:

2023 Budget	2024 Budget	
112,370	112,370	Delivered by Municipalities
11,400	11,600	Delivered by Homeowners and Recycling Residual
156,930	166,300	Delivered by ICI (including Greenhouse waste and vines)
20,000	20,000	Delivered by Other Customers - Contaminated Soil
300,700	310,270	Total Budgeted Landfilled Tonnes

Risks Associated with Revenue Included in the 2024 Budget Figures

Budget estimates are calculated using the best information available at the time and there is an inherent risk that must be recognized. The 2024 budget includes the following revenue estimates that may or may not be realized:

Description	Tonnes	Net Revenue
Large Volume Waste Hauler	65,000	\$2,235,800
Contaminated Soil	20,000	\$577,200
Episodic Waste	1,700	\$93,700
Total	86,700	\$3,128,800

The above estimates are based on historical volumes of waste received and have therefore been included in the 2024 draft budget and have also been included as part of the 15-year forecast.

Large Volume Waste Hauler

The Authority currently has one customer that delivers a significant amount of waste to the Regional Landfill for disposal. This customer signed a put-or-pay contract in 2022 and the contract is set to expire in 2024 however, in 2023 this hauler delivered more waste than their minimum annual put-or-pay contract. A waste tonnage estimate was included in 2024 to reflect the customer's actual historical waste trends rather than using the minimum annual tonnage per their contract.

Two other customer contracts expire on December 31, 2023. Historically these customers have signed an annual put-or-pay contract therefore, Administration has included their historical put-or-pay tonnage in the 2024 budget. At the time of the 2024 budget presentation, these two customers have not formally signed a new agreement.

Contaminated Soil

The Authority has been in receipt of consistent volumes of such waste since 2016 with larger volumes during 2019 and 2020, specifically from the earthworks related to the Gordie Howe Bridge and a large residential construction project having taken place on the former Lear property on Lauzon Road in Windsor. Authority administration is not aware of any such projects for 2024 or future years although there is always some amount of contaminated soil delivered from smaller projects throughout the year.

Episodic Waste

This term is used to describe the receipt of waste from customers who are not regular customers of the Authority but who deliver some irregular amounts of refuse for disposal. It is always difficult to project whether this source of waste will be realized in any particular year.

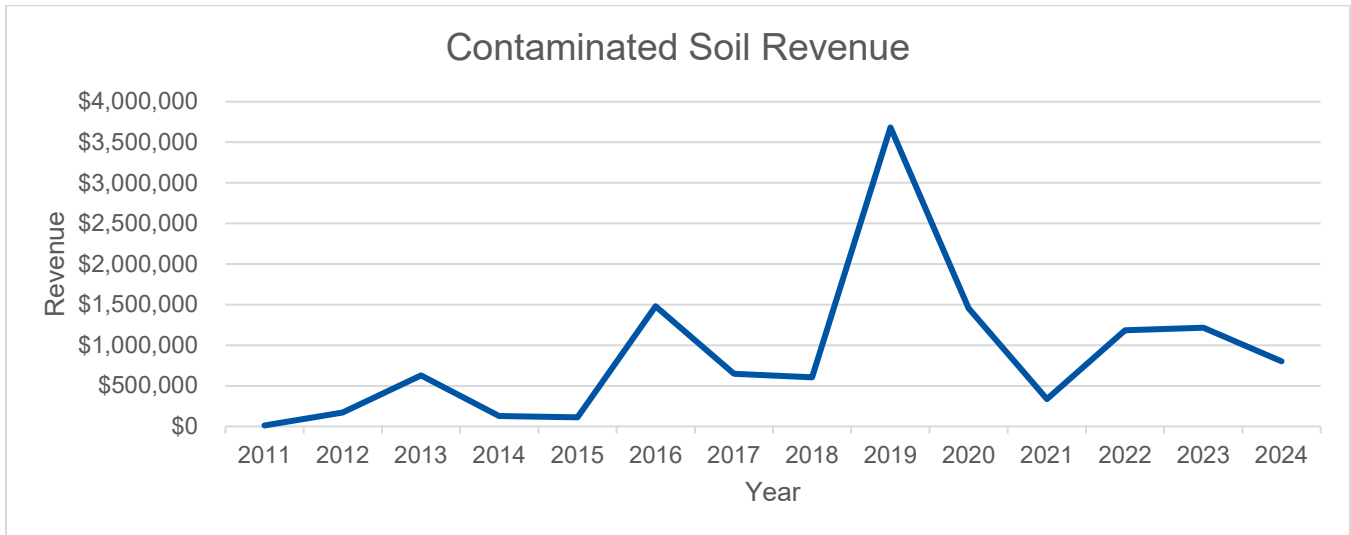
Greenhouse Vines and Growing Medium – 2024 Tipping Fee

The 2024 budget includes an increase in the vine rate from \$45 a tonne to \$66 a tonne (made equal to the Regional Landfill Gate Rate) with the commencement date made in effect from September 1 to December 31, 2024. The delay will allow additional time for Authority Administration to provide adequate notice to the Authority's ICI customers thus allowing them time to communicate to their customers. The increase in revenue attributable to the increase in the vine rate

will be used to fund the Regional Landfill Reserve which ultimately will be used to fund future long-term leachate management at the Regional Landfill. The contributions to the Regional Landfill Reserve will commence September 1, 2024.

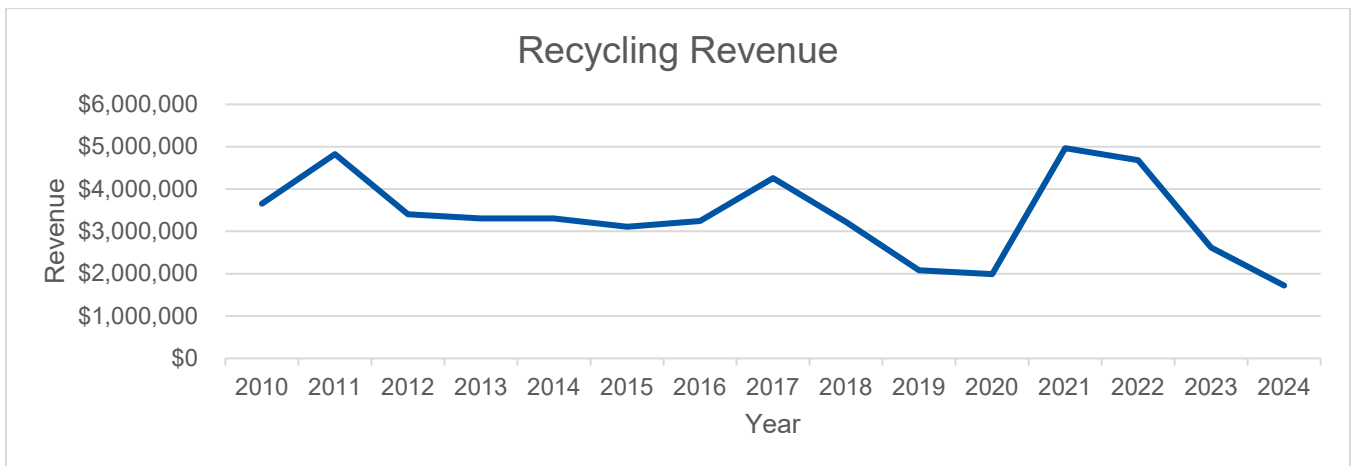
Contaminated Soil - Tonnes & Tipping Fee Revenue

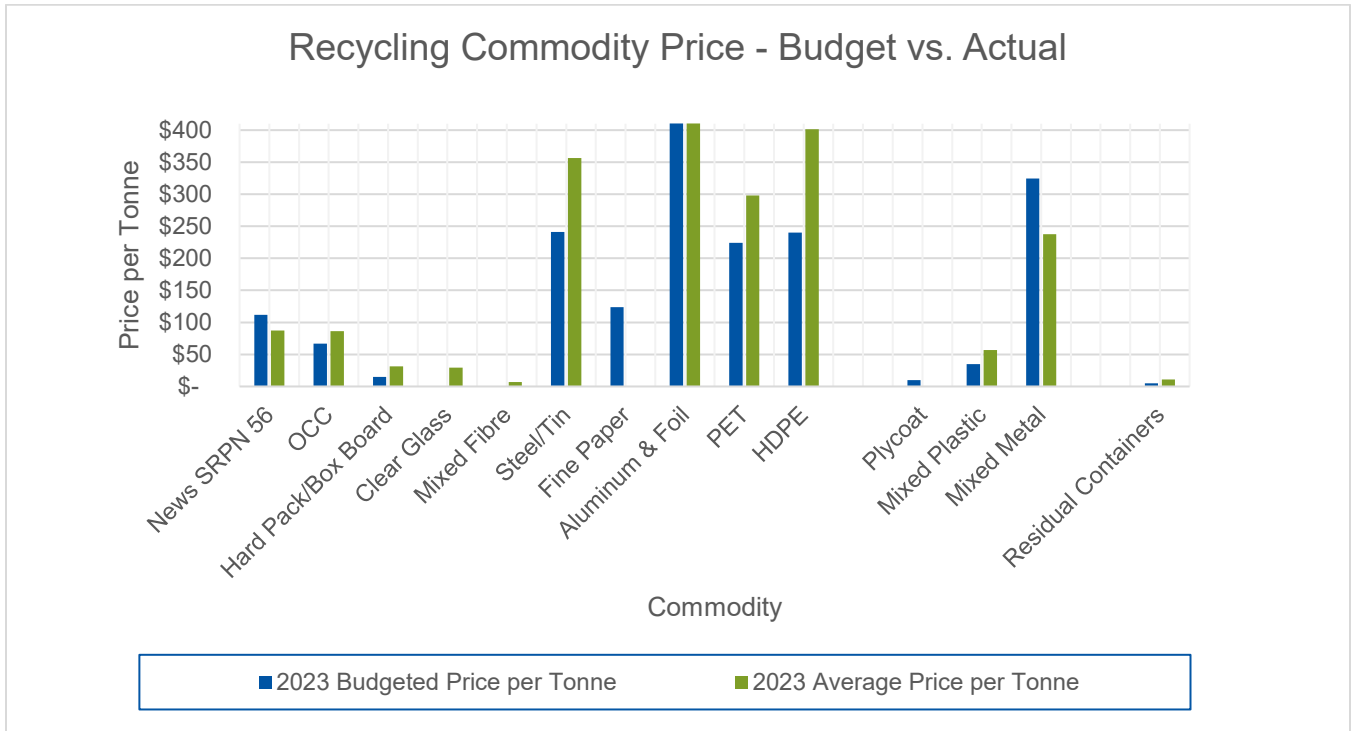
As described above, the Authority has been in receipt of various amounts of contaminated soil material.



Recycling Revenue

The 2023 projection includes a favourable variance in revenue generated from the sale of recyclable material. This variance is a result of favourable commodity prices in the 2023 calendar year. Administration anticipates that both commodity prices and tonnage will remain low throughout 2024. In addition, tonnages have been reflected to account for the Authority transitioning to EPR in 2024.





2024 Capital Budget

The summary below includes significant 2024 capital purchases and the means in which they will be funded:

PROGRAM	CAPITAL ITEMS	2024 BUDGET
Waste Reduction	Source Separated Organics (SSO) Transfer Stations (2)	\$858,800; \$785,600
Description: Included in 2024 is the cost to construct two SSO Transfer Station buildings, one at the Windsor site and one at the Regional Landfill. The estimated costs were provided by the consulting firm EXP and included in the Strategic Plan document. A loan from the Equipment Replacement Reserve (ERR) will be used to fund the construction. Repayment of the loan will commence at the time the building is deemed complete.		
Regional Landfill – Operating	Leachate Aerators & Pumps	\$60,000; \$120,000
Description: The capital purchase is for equipment used to manage leachate at the Regional Landfill. A contribution from the ERR will fund the purchase of the equipment.		

PROGRAM	CAPITAL ITEMS	2024 BUDGET
Regional Landfill – Operating	Bull Litter Fence	\$86,100
Description: A piece of equipment that is used to catch litter from blowing off the tip face of the Regional Landfill. The fences are free-standing and can be moved to accommodate changes to the tip face. A contribution from the ERR will fund the purchase of the equipment.		
Regional Landfill – Operating	Methane Detection - Maintenance Building	\$75,000
Description: The capital purchase is for the upgrade/retrofit of the maintenance building's Methane Detection System at the Regional Landfill. A contribution from the ERR will fund the purchase of the equipment.		
Transfer Station #1	Paving and Concrete Rebuild	\$110,000
Description: The capital purchase is for paving and concrete repairs in and around the Transfer Station #1 building. A contribution from the ERR will fund the purchase of the paving and concrete rebuild.		
Transfer Station #2	Asphalt	\$50,000
Description: The capital purchase is for asphalt work which includes repairs and repaving in and around the Transfer Station #2 site. A contribution from the ERR will fund the purchase of the paving around the TS#2 site.		
Regional Landfill Other	Gas Collection Wellfield Installation	\$500,000
Description: The capital purchase is for the engineering, material and construction cost to expand the landfill gas collection wellfield which is required per Ontario Regulation 347. A contribution from the Regional Landfill Reserve will fund the purchase of the gas wellfield installation.		
Regional Landfill Other	Engineering Design for Cell #5 North & Construction	\$465,000; \$8,000,000
Description: The capital purchase is for the engineering design work for the construction of Cell #5. An estimated cost of \$8M has been included for the cost to construct Cell #5 North. The last Cell construction (Cell #3 South) was completed in 2018 and cost approximately \$6.9M. A contribution from the Future Cell Development Reserve in the amount of \$3.2M and a loan from the Rate Stabilization Reserve will be used to fund the engineering, design and construction of Cell #5 North.		

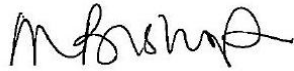
Recommendations

1. Approve the 2024 **Expenditure and Revenue budget estimate figures** excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.
2. Increase the **Total Waste Management Fee** by \$1.00 per tonne to \$42.00/tonne from \$41.00/tonne. This is the fee assessed to municipalities for each tonne of refuse delivered for disposal.
3. Increase the **Fixed Cost Assessment** to Windsor and the 7 County municipalities based on the following chart. Fixed costs are assessed based on population.

	<u>2021 Census Population</u>	<u>2024 Amount</u>	<u>2023 Amount</u>	<u>Difference</u>
WINDSOR	229,660	\$5,591,890	\$5,331,710	\$260,180
AMHERSTBURG	23,524	572,780	546,120	26,660
ESSEX	21,216	516,580	492,540	24,040
KINGSVILLE	22,119	538,570	513,510	25,060
LAKESHORE	40,410	983,920	938,150	45,770
LASALLE	32,721	796,710	759,640	37,070
LEAMINGTON	29,680	722,660	689,040	33,620
TECUMSEH	23,300	567,320	540,920	26,400
TOTAL	422,630	\$10,290,430	\$9,811,630	\$478,800

4. Approve the **Fee Schedule**, as attached to this report, exclusive of the municipal Total Waste Management Fee but inclusive of the per tonne rate increases outlined in the **Fee Schedule** for 2024.
5. That any resultant (deficit)/surplus from 2023 operations be contributed to or funded by the Rate Stabilization Reserve.
6. That any resultant (deficit)/surplus for 2024 be contributed to or funded by the Rate Stabilization Reserve.

Submitted By



Michelle Bishop, General Manager



Steffan Brisebois, Manager of Finance and Administration

Attachments

- 15 Year Forecast
- 2024 Fee Schedule
- 2024 Budget Document (Separate attachment to agenda package)

ESSEX-WINDSOR SOLID WASTE AUTHORITY
EWSWA 15 Year Planning Forecast
2023 - 2037

YEAR		EXPENDITURES	NON-MUN REVENUE	REQUIRED FROM MUNI'S TO BALANCE BUDGET	PROJECTED ASSESSMENT TO MUNICIPALITIES	PROJECTED SURPLUS/ (DEFICIT) FOR THE YEAR	PROJECTED RESERVE BALANCE END OF YEAR	DIFFERENCE IN ANNUAL ASSESSMENT TO MUNICIPALITIES	% ANNUAL INCREASE IN MUNICIPAL ASSESSMENT
1	2017			BUDGET	\$11,013,400				0.00%
2	2018			BUDGET	\$11,250,070				2.00%
3	2019			BUDGET	\$11,819,890				4.10%
4	2020			BUDGET	\$12,469,800				4.10%
5	2021			BUDGET	\$13,076,600				4.10%
6	2022			BUDGET	\$13,810,740				4.10%
7	2023			BUDGET	\$14,418,800	(\$2,002,825)	\$9,669,819		4.10%
8	2024	\$36,721,840	\$18,480,450	\$18,241,390	\$15,009,970	(\$3,231,420)	\$5,589,139	\$591,170	4.10%
9	2025	\$32,180,372	\$16,133,942	\$16,046,429	\$15,625,379	(\$421,051)	\$5,168,088	\$615,409	4.10%
10	2026	\$32,793,636	\$16,358,099	\$16,435,537	\$16,266,019	(\$169,518)	\$4,998,570	\$640,641	4.10%
11	2027	\$33,310,702	\$16,586,716	\$16,723,986	\$16,932,926	\$208,941	\$5,207,511	\$666,907	4.10%
12	2028	\$32,355,476	\$15,319,885	\$17,035,591	\$17,271,585	\$235,994	\$5,443,505	\$338,659	2.00%
13	2029	\$33,040,439	\$15,557,695	\$17,482,744	\$17,617,016	\$134,273	\$5,577,778	\$345,432	2.00%
14	2030	\$33,726,428	\$15,800,240	\$17,926,188	\$17,969,357	\$43,168	\$5,620,946	\$352,340	2.00%
15	2031	\$34,351,599	\$16,047,613	\$18,303,986	\$18,328,744	\$24,757	\$5,645,703	\$359,387	2.00%
16	2032	\$34,857,416	\$16,299,911	\$18,557,505	\$18,695,319	\$137,814	\$5,783,517	\$366,575	2.00%
17	2033	\$35,466,506	\$16,557,234	\$18,909,272	\$19,069,225	\$159,953	\$5,943,470	\$373,906	2.00%
18	2034	\$35,595,402	\$16,819,680	\$18,775,722	\$19,450,610	\$674,887	\$6,618,357	\$381,385	2.00%
19	2035	\$36,121,367	\$17,087,353	\$19,034,014	\$19,839,622	\$805,608	\$7,423,965	\$389,012	2.00%
20	2036	\$36,663,533	\$17,360,357	\$19,303,176	\$20,236,414	\$933,238	\$8,357,203	\$396,792	2.00%
21	2037	\$37,222,516	\$17,638,798	\$19,583,718	\$20,641,142	\$1,057,424	\$9,414,627	\$404,728	2.00%
22	2038	\$37,798,818	\$17,922,785	\$19,876,033	\$21,053,965	\$1,177,932	\$10,592,559	\$412,823	2.00%

1. Objective #1 - By 2027 to have a balanced budget and a favourable Rate Stabilization Reserve balance.
2. Objective #2 - Post 2027 - To maintain a balanced budget and to reach a minimum Rate Stabilization Reserve balance of \$5M.
3. 2025 - Reduced expenditures and revenue associated with producers assuming the net cost of the blue box program.
4. The forecast does not include costs associated with a green bin program as these are difficult to define at this time. These surpluses may be reduced as a result of adding green bin costs for 2026 and subsequent budget years.

**Essex-Windsor Solid Waste Authority
Schedule of Fees**

Rate Type - Municipal	2024 Rate	2023 Rate	Unit of Measure	Description
Municipally Delivered Refuse - Total Waste Management Fee	\$42.00	\$41.00	Per Tonne	
Water & Waste Water Treatment Plant Residue	\$64.00	\$62.00	Per Tonne	
Municipally Delivered Pallets	See Organics	See Organics	Per Tonne	
Municipally Delivered Street Sweepings	\$14.00	\$12.00	Per Tonne	
Municipally Delivered Organics	\$43.00	\$42.00	Per Tonne	
Non-Residentially Collected Refuse	\$43.00	\$30.00	Per Tonne	Re: Construction and Demolition
Rate Type - Residential	2024 Rate	2023 Rate	Unit of Measure	Description
Refuse - Residentially Delivered	4 Loads at \$5	4 Loads at \$5	Kilograms	If weight is 100kg or less.
Refuse - Residentially Delivered - After \$5 Loads Exhausted (See also minimum charge below)	\$105.00	\$105.00	Per Tonne	
Refuse - Residentially Delivered - Minimum Fee (Applies after \$5 loads are exhausted)	\$10.00	\$10.00	Minimum Flat Fee	If load is less than 100 kg and \$5 loads exhausted.
Organics - Residentially Delivered Leaves, Tree Trimmings, Brush, Other	No Charge	No Charge	Per Load	
Organics - Residentially Delivered Grass	\$3 Per Bag \$15 Per Truck or Trailer	\$3 Per Bag \$15 Per Truck or Trailer	Each	
Other - Tires - Passenger	\$0.00	\$0.00	Per Tire	Revised January 2021 - No longer allowed
Other - Tires - Light Truck	\$0.00	\$0.00	Per Tire	to charge fo tire disposal.
Other - Tires - Medium Truck	\$0.00	\$0.00	Per Tire	
Other - Tires - Farm Tractor	\$0.00	\$0.00	Per Tire	
Other - Residential Pallets	\$53.00	\$51.00	Per Tonne	
Other Refrigerants	\$20.00	\$20.00	Per Unit	
Other - Railway Ties	\$105.00	\$105.00	Per Tonne	
Other - White Goods	No Charge	No Charge	Per Unit	
Other - Recyclables	No Charge	No Charge	Per Load	
Other - Household Chemical Waste	No Charge	No Charge	Per Load	

**Essex-Windsor Solid Waste Authority
Schedule of Fees**

Rate Type - Industrial / Commercial/ Institutional (ICI)	2024 Rate	2023 Rate	Unit of Measure	Description
Refuse - ICI Refuse Delivered to the Regional Landfill	\$66.00	\$64.00	Per Tonne	Gate Rate
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$61.00	\$59.00	Per Tonne	1,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$60.00	\$58.00	Per Tonne	2,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$59.00	\$57.00	Per Tonne	3,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$58.00	\$56.00	Per Tonne	4,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$57.00	\$55.00	Per Tonne	5,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$56.00	\$54.00	Per Tonne	10,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$52.00	\$50.00	Per Tonne	20,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$45.00	\$43.00	Per Tonne	30,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered to Transfer Stations	\$73.00	\$70.00	Per Tonne	Gate Rate
Refuse - ICI Delivered Refuse	\$7.30	\$7.00	Minimum Fee	Minimum Fee
Organics - ICI Organics Delivered to Transfer Stations or Regional Landfill	\$53.00	\$51.00	Per Tonne	
Organics - ICI Delivered Organics	\$5.30	\$5.10	Minimum Fee	Minimum Fee
Other - Asbestos	\$150.00	\$150.00	Per Tonne	+ \$150 Per Load Flat Fee
Other - Dig Out Fee	\$75.00	\$75.00	Per Dig Out	
Other - Contaminated Soil to be Landfilled	\$40.00	\$38.00	Per Tonne	
Other - Greenhouse Vines and/or Growing Medium to be Landfilled	\$45 (Jan-Aug) \$66 (Sept-Dec)	\$45.00	Per Tonne	
Other - ICI Pallets Delivered to Transfer Station #2 and Regional Landfill	\$53.00	\$51.00	Per Tonne	
Other - Refrigerants	\$20.00	\$20.00	Per Unit	
Other - Weigh Ticket	\$7.00	\$7.00	Per Ticket	
Other - Railway Ties	\$105.00	\$105.00	Per Tonne	
Other - White Goods Without Refrigerants	No Charge	No Charge	Per Unit	
Other - Recyclables	No Charge	No Charge	Per Load	
Approved Charities - Loads Delivered to Transfer Stations	\$19.00	\$17.00	Per Tonne	
Approved Charities - Loads Delivered to Transfer Stations - Minimum Fee	\$5.00	\$5.00	Minimum Fee	Minimum Fee
Approved Charities - Loads Delivered to Regional Landfill	\$0.00	\$0.00	Per Tonne	



Essex-Windsor Solid Waste Authority

Administrative Report

October 20, 2023

To: The Chair and Board of the Essex-Windsor Solid Waste Authority

From: Michelle Bishop, General Manager

Meeting Date: Tuesday, November 07, 2023

Subject: Update - County of Essex Council Motion Re. Regional Waste Collection

Purpose

The purpose of this report is to provide the Authority Board with a further update relating to the Motions passed at Essex County Council regarding the uploading of all waste collection to the County by its seven local municipalities ("**Regional Waste Collection**").

Background

At previous meetings of the Authority Board, Administration advised Board members of the motions passed by Essex County Council and noted that County and Authority Administration would jointly commence discussions with the County's local municipalities with respect to regionalizing waste services. Those discussions sought consensus on uploading traditional garbage collection from the local level to the upper tier level and to seek consultation on a cost allocation/recovery model for the proposed Regional Waste Collection (which includes the new organics program) on the basis that the services would be operated entirely by the County for the County's local municipalities.

On April 19, 2023, the Authority General Manager (the "**Authority GM**"), Authority and County Solicitor, David Sundin (the "**County Solicitor**"), and then County Director of Finance/Treasurer (now County CAO), Sandra Zwiers (the "**County CAO**"), presented an update to County Council and confirmed via resolution County Council's commitment to pursuing Regional Waste Collection.

Additionally, the Authority GM, County Solicitor, and County CAO made presentations to the Councils for each of the County's local municipalities regarding the resolutions passed at County Council in support of Regional Waste Collection, as well as provided information regarding the environmental and cost benefits Regional Waste Collection.

At the July 12, 2023 meeting of the Authority Board, EXP presented the findings contained in its report regarding the review of existing municipal waste collection logistics and transfer sites and the development of a strategic plan as it related to the commencement of an organic waste collection program in particular and a Regional Waste Collection program in general.

On July 19, 2023 and August 16, 2023, the Authority GM, County Solicitor, and County CAO appeared before County Council to present reports, those reports included the recommendations contained in the EXP Report and a summary of the meetings held with local municipalities.

Further, at the August 16, 2023 meeting, County Council was asked to approve County Administration's recommendation to pass a by-law to initiate the process of uploading Regional Waste Collection to the upper tier County. In response to that recommendation County Council adopted the following resolution:

217-2023

Moved By Gary McNamara

Seconded By Joe Bachetti

*That Essex County Council receive this Report for information purposes and initiate the process of uploading the collection and delivery of waste from the local municipalities to the County by discussing and passing the By-law appended as **Appendix "B"** to this Report. (vote electronically)*

In Favour (8): Joe Bachetti, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Rob Shepley, and Larry Verbeke

Opposed (6): Michael Akpata, Tracey Bailey, Kimberly DeYong, Crystal Meloche, Dennis Rogers, and Kirk Walstedt

Once the County By-law had been passed by County Council, it was then up to at least 4 of the Councils of the local municipalities, comprising at least 50% of the electors within the County, to pass resolutions consenting to the County's By-law in accordance with the provisions of Section 189(2) of the *Municipal Act, 2001*.

County Administration requested that local municipalities endeavour to have this presented at their local Councils by the end of September, given the tight timelines required to implement a Regional Waste Collection program in time to address the new organic waste program.

Discussion

Three of the seven local municipalities passed resolutions consenting to the County By-law, namely, the Town of Tecumseh, the Municipality of Leamington and the Town of Amherstburg.

With only the County By-law being passed and three of seven local municipalities consenting to the County By-law, the uploading of Regional Waste Collection by the end of September had not been achieved. However, the County By-law could still have come into force at any time should one of the four municipalities that had not consented, reconsidered their original motion.

At the October 4, 2023 meeting of County Council, Town of Essex Mayor Sherry Bondy brought forward the following Notice of Motion:

That By-law 2023-40, being a By-law to transfer all power of the lower-tier municipalities of the County of Essex with respect to the collection of waste and the delivery of such waste in the County of Essex, be rescinded and repealed, by a vote of a simple majority of members of County Council.

On October 18, 2023, the above motion was passed by County Council by a vote of 7 in favour and 6 opposed.

In accordance with the County's Procedural By-law, the above motion and decision by County Council is considered a reconsideration of the Regional Waste Collection program, this matter cannot be considered again during this term of County Council. The soonest that County Council can reconsider adopting a Regional Waste Collection program is following the 2026 municipal elections.

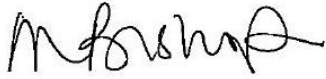
Financial Implications

There are no financial implications to the Authority to report at this time. However, both the Authority and County Administration advised County Council and the County's local municipalities that there will likely be negative financial cost consequences to the local municipalities for continuing to provide traditional garbage collection at the local level versus adopting the Regional Waste Collection program.

Recommendation

THAT the Board receive this report as information.

Submitted By



Michelle Bishop, General Manager

Essex-Windsor Solid Waste Authority

By-Law Number 12-2023

Being a By-Law to Authorize the Execution of an Agreement with Green For Life Environmental Incorporated for the provision of equipment and labour for the receiving, loading, transportation and disposal services for the operation of Hazardous and Special Products (HSP) and other materials program in Essex-Windsor as per the terms and conditions contained in their tender submission dated October 7th, 2023 for the period January 1, 2024 to December 31, 2027, with the option to extend the Contract for three (3) 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.

Whereas the Essex-Windsor Solid Waste Authority has approved entering into an Agreement with Green for Life Environmental Incorporated

Now Therefore the Essex-Windsor Solid Waste Authority enacts as follows:

1. THAT EWSWA hereby approves a contract with Green for Life Environmental Incorporated upon and subject to the terms, covenants and conditions contained in the Agreement.

THIS By-Law shall take effect upon the final passing thereof.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

Gary McNamara
EWSWA Board Chair

Michelle Bishop
General Manager

**Read a First, Second and Third Time, Enacted and Passed
this 7th Day of November, 2023.**

Essex-Windsor Solid Waste Authority

By-Law Number 13-2023

Being a By-Law to Authorize the Extension of an Agreement between the Essex-Windsor Solid Waste Authority and 1869096 Ontario Limited, operating as Canadian Transfer, for the Supply of Specialized Equipment Operators at Transfer Station #2 and the Essex-Windsor Regional Landfill

WHEREAS the Essex-Windsor Solid Waste Authority has approved entering into an extension Agreement with 1869096 Ontario Limited, Operating as Canadian Transfer, (hereinafter referred to as the Contractor), from January 1, 2024 to December 31, 2025 for the supply of specialized equipment operators at Transfer Station #2 and the Essex-Windsor Regional Landfill under the same terms and conditions of the original contract.

NOW THEREFORE the Essex-Windsor Solid Waste Authority enacts as follows:

1. THAT EWSWA hereby approves an extension Agreement with 1869096 Ontario Limited, operating as Canadian Transfer.
2. THAT the term of the original Agreement be extended for the period January 1, 2024 – December 31, 2025 and shall reflect the terms and conditions set out in the original tender documents;

THIS By-Law shall take effect upon the final passing thereof.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

Gary McNamara
EWSWA Board Chair

Michelle Bishop
General Manager

**Read a First, Second and Third Time, Enacted and Passed
this 7th Day of November, 2023.**

Essex-Windsor Solid Waste Authority

By-Law Number 14-2023

Being a By-law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority

WHEREAS by Agreement dated 18 May 1994, made between the Corporation of the County of Essex and the Corporation of the City of Windsor, the Essex-Windsor Solid Waste Authority (The Authority) was created as a joint board of management pursuant to Sections 207.5 and 209.19 of the *Municipal Act, RSO 1990, Chapter M.45* and;

WHEREAS Subsection 5.(3) of the Municipal Act, RSO 2001, Chapter 25, provides that the powers of a municipality shall be exercised by By-Law and;

WHEREAS Section 1 of the Municipal Act RSO 1990, Chapter M 46 defines a municipality as including a board, commission or other local authority exercising any power with respect to municipal affairs or purposes and;

WHEREAS it is deemed expedient that the proceedings of the Authority at this meeting be confirmed and adopted by By-Law

NOW THEREFORE the members of the Authority enact as follows:

- 1) The action of the members of the Authority in respect to each recommendation contained in the Report/Reports of the Committees and each motion and resolution passed and other action taken by the members of the Authority at this meeting is hereby adopted and confirmed as if all such proceedings were expressly set out in this by-law.
- 2) The Chair and the proper officials of the Authority are hereby authorized and directed to do all things necessary to give effect to the action of the members of the Authority referred to in the preceding section hereof.
- 3) The Chair and the General Manager of the Authority are authorized and directed to execute all documents necessary in that behalf.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

Gary McNamara
EWSWA Board Chair

Michelle Bishop
General Manager

**Read a First, Second and Third Time, Enacted and Passed This
7th Day of November, 2023**