

Adopted by Council at its meeting held November 16, 2015 [M460-2015]

/AC

Windsor, Ontario November 16, 2015

REPORT NO. 301 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE
of its meeting held October 21, 2015


Present: **Councillor Fred Francis**
 Councillor Chris Holt
 Councillor Hilary Payne (Vice Chair)
 Councillor Paul Borrelli

Regrets: **Councillor Bill Marra**

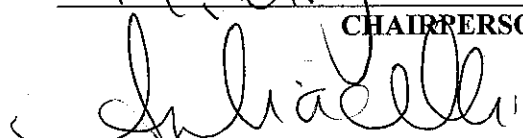
That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**

Moved by Councillor Francis, seconded by Councillor Holt,
That the minutes of the Essex-Windsor Solid Waste Authority meeting held July 7, 2015 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Essex-Windsor Solid Waste Authority meeting held July 7, 2015 are attached as background information.

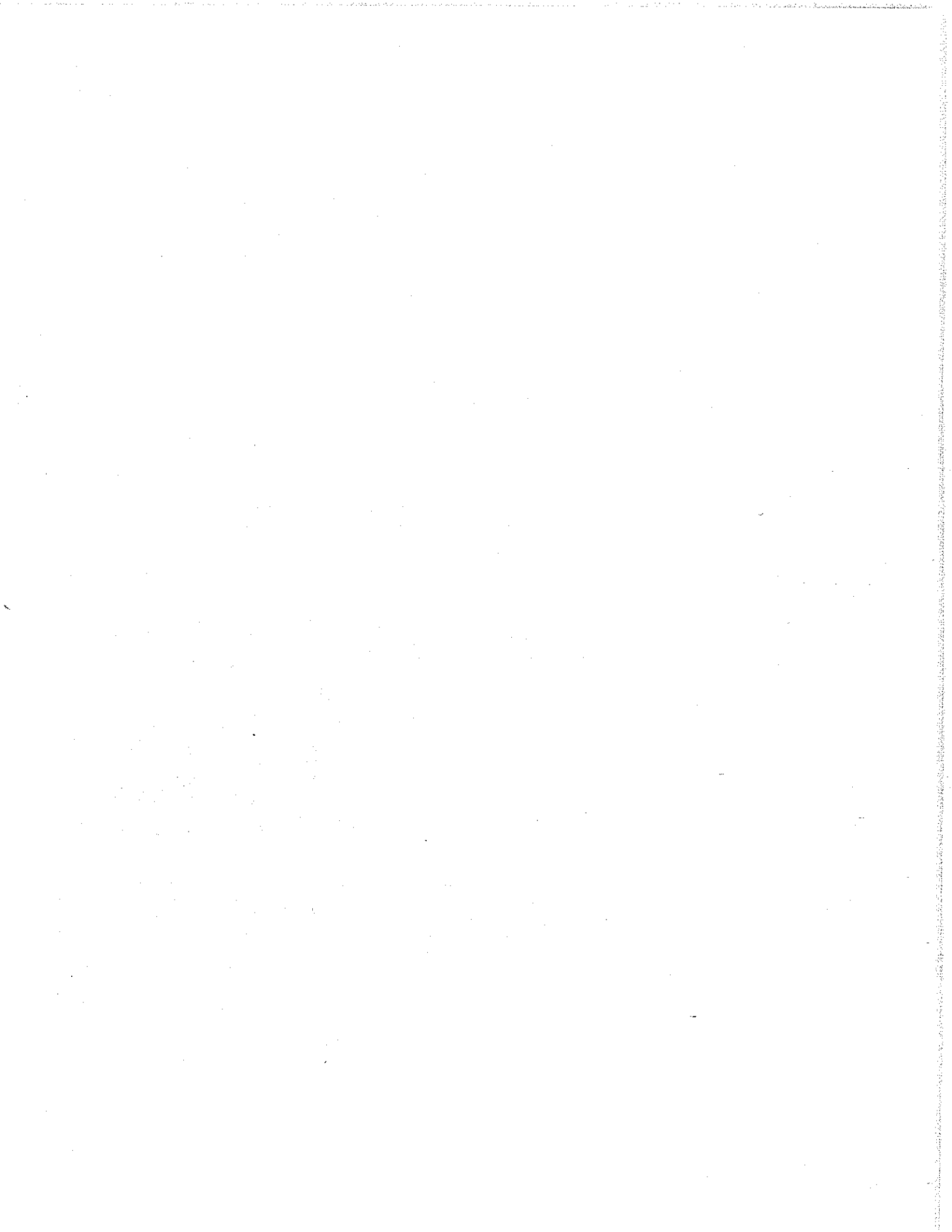


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:	
NAME	CONTACT INFORMATION





Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes

Meeting Date: Tuesday, July 07, 2015
Time: 4:30PM
Location: Essex County Civic and Education Centre – Meeting Room C
360 Fairview Avenue West, Essex Ontario

Attendance:

Board Members:	Ken Antaya	County of Essex
Chair:	Ron McDermott	County of Essex
	Hilda MacDonald	County of Essex
	Tom Bain	(Ex-Officio) County of Essex
	Fred Francis	City of Windsor
	Ed Sleiman	City of Windsor
Vice Chair:	Hilary Payne	City of Windsor
Absent:	Rino Bortolin	City of Windsor
	Aldo DiCarlo	County of Essex
	Drew Dilkens	(Ex-Officio) City of Windsor
EWSWA Staff:	Eli Maodus	General Manager
	Katherine Hebert	Executive Secretary
	Cameron Wright	Manager of Waste Diversion
	Ralph Reiser	Manager of Waste Disposal
County of Essex Staff:	Mary Brennan	Director of Council Services / Clerk
	Rob Maisonville	Director of Corporate Services / Treasurer
City of Windsor Staff:	Dwayne Dawson	Executive Director of Operations, Engineering
	Colleen Labutte	Waste Collection Contracts and Operations Administrator
Other	Christine Riley	Bondy Riley Koski, Authority Solicitor

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) May 5, 2015 Regular Meeting Minutes

Moved By Tom Bain

Seconded By Hilary Payne

THAT the Minutes from the Essex-Windsor Solid Waste Authority regular meeting, dated May 5, 2015 be approved and adopted.

**-Carried Unanimously
43-2015**

4. Business Arising From the Minutes

There was no business arising from the minutes.

5. Correspondence

There was no correspondence to review.

6. Delegation

There were no delegations present.

7. Finance and Administration

A) 2015 EWSWA Insurance

The Manager of Finance and Administration noted that the purpose of the report before the Board was to inform the Board of the status of the Authority's insurance renewal for the period June 1, 2015 to June 1, 2016 and the costs associated with that coverage. She indicated that the broker is Aon Reed Stenhouse inc., who obtains insurance coverages through various underwriters and agents on behalf of the Authority for the various types of coverage required.

The Manager of Finance and Administration reviewed the cost savings that resulted from the 2014 Request for Quotes for insurance coverage for the Authority. She further noted that this renewal marked the first renewal since the last RFQ was issued. Administration is pleased to have received a quote with only a small increase of approximately \$2,000 in total for all coverages. This increase includes all changes to equipment and property held by the Authority.

Mr. Payne questioned to what extent directors of the Authority are covered.

The Manager of Finance and Administration noted that the coverage is for example protection against wrongful dismissal liability.

Mr. Sleiman questioned whether the RFQ was undertaken annually and what the term of the contract is.

The Manager of Finance and Administration indicated that the RFQ is not undertaken that often, for a couple of reasons; one being that the Authority is getting a fair price at its current rates and two being that 'insurance hopping' isn't something that is recommended as a general practice. There is no contract term.

Moved By Ken Antaya

Seconded By Fred Francis

THAT the Board receive the report pertaining to insurance coverage for the Authority as information.

-Carried Unanimously
44-2015

B) Summary of Legal Accounts

Moved By Hilary Payne

Seconded By Fred Francis

THAT the Board approve the payment of all outstanding legal invoices on the statement presented.

-Carried Unanimously
45-2015

8. Waste Disposal Issues

There were no Waste Disposal items for review.

9. Waste Diversion Issues

A) 2015 EWSWA Open House

The Manager of Waste Diversion provided a summary of the 2015 EWSWA Open House activities and set up. He noted that attendance was estimated at approximately 750 people with representation from most of the City and EWSWA contractors also in attendance. There were equipment demonstrations from the contractors, educational

stations from staff and volunteers and promotional materials giveaways which promoted the three R's and responsible environmental stewardship. There were also community groups in attendance (Computers for Kids, Girl Guides) that operated a 'by donation' BBQ and provided free treats for children. Administration feels that those who attended the Open House were well informed on the dos and don'ts of recycling and waste diversion programs in our area. The goal of the Open House was to promote the programs and educate the public as far as best practices and rationale behind the two stream program. The message that the Authority is promoting is 'we can recycle more'. Some misinterpretation of that message has taken place, and the Authority is working to reduce contamination by further educating the public. In some ways, the Authority is targeting individuals who are already participating in the program, in other ways the Authority is attempting to get non-participants to start recycling. Participants want reassurance that the effort they put into recycling is not wasted; in that regard they were able to observe a full day of recyclable material on the tipping floor of the Centre and there were discussions regarding contamination within the loads and how that is handled. There was also a display of non-recyclable items that the public has thrown into their boxes that had to be pulled off the sorter. There may be some confusion with regard to items that are recyclable (electronics, scrap metal, MHSW items etc.) that are not collected curbside. Further and continued education of the public is necessary to maintain a clean stream and a basket of goods that is marketable.

Mr. Sleiman questioned what the Authority needs to do in the near future to increase the diversion rate?

The Manager of Waste Diversion noted that those options are discussed in the next report on the agenda.

Moved By Fred Francis

Seconded By Ed Sleiman

THAT the report pertaining to the 2015 EWSWA Open House be received as information.

**-Carried Unanimously
46-2015**

Mr. Payne questioned what percentage of Windsor and Essex County residents don't participate in the recycling program?

The Manager of Waste Diversion confirmed that the 'non-participation' level was approximately 25% of residents upon average.

Mr. Payne questioned how non-participators are targeted?

The General Manager noted that various consultants and the Waste Diversion staff have over the years performed participation and efficiency audits to determine the level of participation as well as the efficiency of participation. These are done by observing who sets out boxes over a length of time. Further detailed inspection of garbage

contents and recycling box contents determine level of participation. The Manager of Waste Diversion has been undertaking these activities for over 20 years to come up with data and analysis of ways to improve recycling in Essex-Windsor.

The Manager of Waste Diversion indicated that modifying any behavior is related to education. The Authority uses Envirotips, Open Houses, collection calendars, the EWSWA website, handouts and literature as well as media ads to spread the message about diversion. There is a strong possibility that those means may not be enough.

The General Manger indicated that the master plan speaks to ways to increase participation, some are not palatable to the public (example: garbage collection every two weeks), some others are but may have significant budgetary impacts.

Mr. Payne questioned why not specifically target non-participants to engage them in a non-confrontational manner? Is that too simplistic?

The Manager of Waste Diversion noted that the Authority has done various targeted activities where non-participating households were offered literature and a free box that was personally delivered. In most cases, targeted households denied not participating and refused the boxes. There is some resistance to participation when targeted individuals are confronted. The Authority as such focuses on targeting participants to do a better job at capturing all materials. Some areas of focus in recent years have been the capture of recyclables originating in all rooms of the household (bathroom, garage etc) and some success has been made, but there is more to do.

Mr. Payne questioned whether new initiatives will be forthcoming?

The Manager of Waste Diversion confirmed that new and creative initiatives are always being considered, but implementation of these initiatives must be met with caution, as sometimes more materials are captured, but it ends up being materials that people are confused about and the Recycling Centres end up with more contaminated material. The bigger blue box had a significant impact. Some municipalities have a 'gold star' program wherein they acknowledge good participants with some kind of reward (like a special golden box or something along that line, provided by the collection driver at their discretion). The best way to improve education is through school programs, children are receptive and tend to spread the message about recycling to others at home.

Mr. Antaya questioned what the Essex-Windsor Diversion Rate is?

The Manager of Waste Diversion noted that the Diversion Rate is 37.5%.

Mr. Antaya noted that when 25% of the people are not participating in recycling anything at all, that figure is admirable. Administration is doing a good job in educating the public and any costs associated with other initiatives ought to be presented at budget time.

Moved By Hilary Payne
Seconded by Ken Antaya

That Administration prepare a report that considers the possibility of a 'gold star' program for Essex-Windsor and that the report be brought back to the Board for consideration.

**-Carried Unanimously
47-2015**

**B) Solid Waste Management Master Plan Review –Update on Status of
Recommendations**

The General Manager provided a history of the Master Plan process as it relates to the existence of the Authority and the waste diversion programs.

Mr. Bain questioned whether with all of the data analysis and audit conclusions, is it logical to consider weekly recycling collection and bi-weekly garbage collection?

The Manager of Waste Diversion noted that while preparing the master plan, consultants examined that possibility. It is not insurmountable, but the issue that exists in Windsor and Essex County is that although a recycling program exists as a provision of the ECA of the landfill, participation in the program by residents is not mandatory. EWSWA has no control over enforcement of recycling participation nor does it have control over garbage collection contracts. Garbage collection is the responsibility of each individual municipality. The master plan considered weekly recycling option, but it is cost prohibitive if not offset by a cost savings elsewhere (like the implementation of bi-weekly garbage collection). The next tender the Authority issues for the collection of recycling will stipulate an optional clause for weekly collection of recycling should that be required. Coordination of these contracts will require cooperation of all parties and buy in from municipal partners before it can become a reality.

Ms. MacDonald noted that maintaining the 37.5% level over the years is a encouraging achievement when considering the outside factors such as reduced circulation of newspapers, smaller publications, changes to deposit programs and the lightweighting of recyclable products as well.

Mr. Sleiman requested clarification on Recommendation #5 – Price for Weekly Collection of Recyclables in Tender Documents.

The Manager of Waste Diversion clarified that recycling collection is mandated to the EWSWA, while garbage collection falls to each individual municipality.

The General Manager added that with Windsor, although it administers the recycling collection contract autonomously, the recycling costs associated with the contract are billed back to the Authority's budget. The 7 County municipalities have asked the Authority to act as their agent to engage a contractor to collect recycling.

Mr. Payne asked for clarification regarding Recommendation #7 & #8 – Adding polystyrene (Styrofoam) and Plastic Film (plastic grocery bags and similar types of plastic materials).

The Manager of Waste Diversion noted that both Styrofoam and plastic film are extremely difficult to manage within the context of the existing recycling program and facilities in Essex-Windsor. Some problems are with the collection, the trucks having two compartments only, the message since 1988 has been NO PLASTIC BAGS. The Recycling Centres have no equipment to manage plastic bags or film. If people start putting recyclables inside plastic bags a person has to stand there and open the bags manually then separate the bags from other materials. If people didn't comply with specific requirements for bags, they will end up causing damage and problems with equipment and materials contamination. Styrofoam is a problem because it is all volume and no weight. The amount of space versus revenue is not viable. There is no space at the recycling centre to handle the material either. Styrofoam doesn't bale well, it breaks apart and makes a mess. Both the plastic and the Styrofoam get stuck in the machinery and negatively impact their performance and maintenance. There are some municipalities that collect both of these items, all the feedback is negative. They are not encouraging others to collect these items. Additionally, the producers of those materials do not pay into any stewardship programs.

The Chair questioned whether or not the Authority has a Philmore the frog costume for community events and education?

The Manager of Waste Diversion indicated that there is not a costume, it is mainly a character on paper and in animation digitally.

Mr. Payne questioned whether there are other municipalities participating in garbage set out limits and mandatory recycling?

The Manager of Waste Diversion noted that the municipalities that have greater diversion rates as well as some municipalities that do not have a landfill and some others that have single stream recycling also have bag limits and mandatory recycling. Some programs are more easily implemented together, such as bag limits and mandatory recycling, or user pay system with organics collection. Not all municipalities have all of the programs, Essex Windsor is not unique to having only the programs we have.

Moved By Fred Francis

Seconded By Ken Antaya

THAT the Board receive the report pertaining to the Master Plan review update as information.

**-Carried Unanimously
48-2015**

10. Any Other Business

There was no other business raised.

11. In-Camera Agenda

Moved By Tom Bain

Seconded By Ken Antaya

THAT the Board move into an In-Camera session as permitted under the Municipal Act 2001 "Section 239(2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;"

**-Carried Unanimously
49-2015**

Moved By Ken Antaya

Seconded By Hilary Payne

THAT the Board move out of the In-Camera session at 5:48 PM.

**-Carried Unanimously
53-2015**

12. By-Laws

A) 05-2015 Being a By-Law to Confirm the Proceedings of the EWSWA Board Meeting of July 7, 2015

Moved By Ken Antaya

Seconded By Hilda MacDonald

THAT By-Law 05-2015, being a by-law to confirm the proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 7th day of July 2015.

**-Carried Unanimously
54-2015**

13. Next Meeting


The next Authority meeting is scheduled to take place on Wednesday August 12, 2015..

14. Adjournment


Moved By Hilary Payne
Seconded By Tom Bain
THAT the Board stand adjourned at 5:50 PM.

-Carried Unanimously
55-2015

All of which is respectfully submitted.



Ron McDermott
Chair



Ilija Maodus
General Manager

