

REPORT NO. 360 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE
of its meeting held March 23, 2016

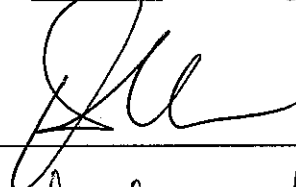
Present: Councillor Chris Holt
Councillor Fred Francis
Councillor Bill Marra (Chair)
Councillor Hilary Payne
Councillor Paul Borrelli

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

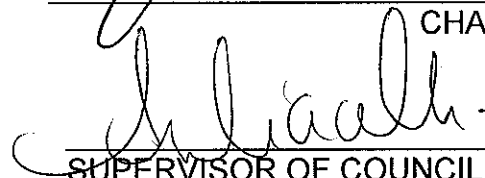
Moved by Councillor Francis, seconded by Councillor Borrelli,
That the Minutes of the Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes held December 1, 2015 **BE RECEIVED** for information.
Carried.

SCM 28/2016

Clerk's Note: The minutes of the Essex-Windsor Solid Waste Authority Regular Board meeting held December 1, 2015 are **attached** as background information.

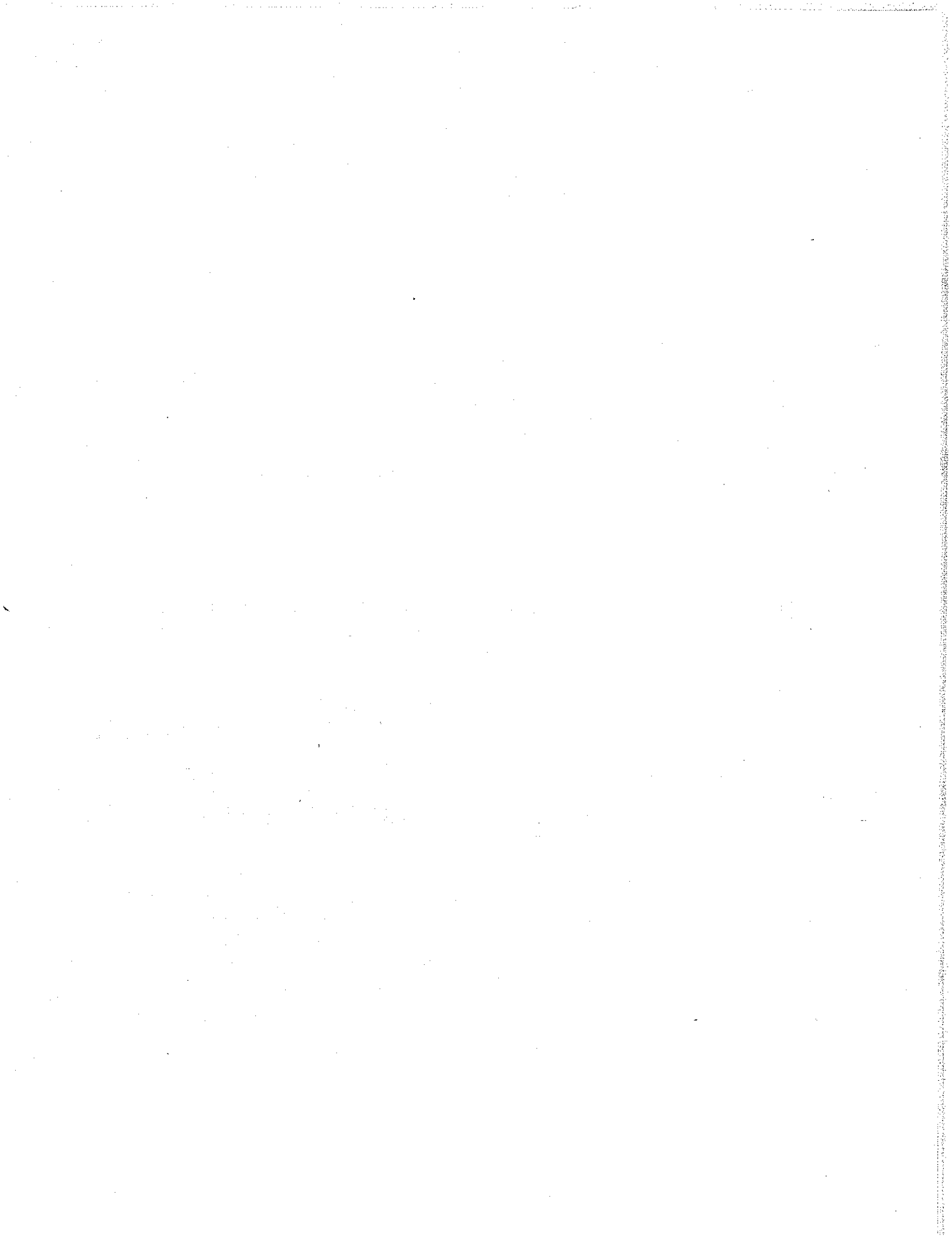


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:	
NAME	CONTACT INFORMATION





Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes

Meeting Date: Tuesday, December 01, 2015
Time: Regular Session 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
	Aldo DiCarlo	County of Essex
	Tom Bain	(Ex-Officio) County of Essex
	Rino Bortolin	City of Windsor
	Fred Francis	City of Windsor
	Ed Sleiman	City of Windsor
Vice Chair	Hilary Payne	City of Windsor
Absent:	Drew Dilkens	(Ex-Officio) City of Windsor
EWSWA Staff:	Eli Maodus	General Manager
	Katherine Hebert	Executive Secretary
	Ralph Reiser	Manager of Waste Disposal
County of Essex Staff:	Rob Maisonville	Director of Corporate Services / Treasurer
City of Windsor Staff:	Dwayne Dawson	Executive Director of Operations, Engineering
	Anne Marie Albidone	Manager of Environmental Services

1. Call to Order

The Chair called the meeting of the regular session to order at 4:30 PM.

2. EWSWA Board Composition

The Chair noted that there will be a change of Board Members for 2016 per the agreement creating the Authority. The Board is composed of 9 voting members with the majority alternating between the City of Windsor and County of Essex along with the Chair and Vice Chair positions. He expressed gratitude to County of Essex alternate Board Member Aldo DiCarlo, who will not be a voting member for 2016 while the City of Windsor will appoint a fifth Board Member for 2016. Mr. DiCarlo will return in 2017. The Chair will be elected from among City of Windsor representatives and the Vice Chair will be elected from among County of Essex representatives.

3. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest. The Chair 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.

4. Approval of the Minutes

A) November 3, 2015 Regular Meeting Minutes

Moved By Ken Antaya

Seconded By Tom Bain

THAT the Minutes from the Essex-Windsor Solid Waste Authority regular meeting, dated November 3, 2015 be approved and adopted.

**-Carried Unanimously
80-2015**

5. Business Arising From the Minutes

There was no business arising from the minutes.

6. Correspondence

There were no items for distribution.

7. Delegation

There were no delegations present.

8. Finance and Administration

A) Status of the 2016 EWSWA Budget Approval

The Manager of Finance and Administration explained that the report is presented as a status update on the approval process of the 2016 EWSWA Budget. The Board approved the Budget at the November 3rd meeting and the County Council approved it on November 18th. The budget will next be presented at City of Windsor Council on December 21st. The next EWSWA Board meeting is not likely to take place until February of 2016.

Moved By Tom Bain

Seconded By Ken Antaya

THAT the Board receive the report Status of the 2016 EWSWA Budget Approval as information.

-Carried Unanimously
81-2015

B) City of Windsor Internal Audit of EWSWA

The Manager of Finance and Administration noted that the report is presented as information for the Board. She explained the purpose of the audit, and noted that the City of Windsor is in the process of having internal audits undertaken of their Authorities, Boards and Commissions (ABC's) and requested that the Authority volunteer to have its 'Processes and Controls' audited. The Authority agreed to the audit and Price Waterhouse Coopers performed the audit over several months in 2015. Some of the findings are on page 15 and continue on page 17 with 4 recommendations. None of the findings were considered to be of major concern. In light of the recommendations the Authority will be reviewing some of the procedures and policies in place as suggested by Price Waterhouse Coopers as follows:

- Performing a review of Authority policies and procedures and adjusting as required.
- The introduction of an additional financial report in the first quarter of the year. This report would be outlining the financial position of the Authority after the first three months of the year.
- A review of the original agreement establishing the Authority was suggested to be reviewed. This agreement is over 20 years old and is between the County of Essex and the City of Windsor. It is something that both parties will work on together.
- The appropriate segregation of duties within the EWSWA is somewhat difficult since there is so few staff members. It was generally thought internal controls were adequate, however at the request of PWC the Authority will be reviewing and possibly revising some duties and controls as suggested for 2016.

Mr. Sleiman questioned whether the Authority policies comply with both the City and the County policies.

The Manager of Finance and Administration confirmed that the Authority does have its own set of policies, but where there is a case that the Authority does not have a policy on a certain matter, it will refer to the County of Essex and City of Windsor policies for reference. Further, when there are policy reviews undertaken, Authority staff consults City and County policies to ensure the Authority is in line with protocols in both areas.

Moved By Fred Francis

Seconded By Ed Sleiman

THAT the Board receive the report City of Windsor Internal Audit of EWSWA as information.

**-Carried Unanimously
82-2015.**

C) Summary of Legal Accounts

Moved By Fred Francis

Seconded By Rino Bortolin

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

**-Carried Unanimously
83-2015**

9. Waste Disposal Issues

A) Waste Generator Agreement for 2016 – ADM Agri-Industries – 5,001 tonnes

The General Manager indicated that this agreement is positive financially for the Authority. He noted that ADM Agri-Industries has agreed to sign a contract to tip at least 5,001 tonnes of waste at the Regional Landfill site under the contract rate set by the Authority. They have been a large volume customer for approximately 10 years and would like to continue their relationship with the Authority through 2016.

Mr. Sleiman questioned what happens in the event that they do not bring in 5,001 tonnes?

The General Manager indicated that the contract is for a 'put-or-pay' amount. The contractor is obligated to pay the Authority for the 5,001 tonnes regardless of whether they bring the waste or not.

Mr. Bortolin questioned how this compared to their previous contracts for volume waste.

The Manager of Finance and Administration indicated that ADM has had a contract for this same amount for approximately 3 years, before which they had a contract for a lower amount in the 3,000 tonnes range.

Moved By Ken Antaya

Seconded By Hilda MacDonald

THAT the Board authorize the Chair and General Manager to execute the agreement with ADM Agri-Industries Ltd. for 2016 for 5,001 tonnes at a rate of \$44 per tonne.

**-Carried Unanimously
84-2015**

B) Tender Award – Specialized Equipment Operators

The Manager of Waste Disposal discussed the report and noted that the tender was for the operation of 6 pieces of equipment at the Regional Landfill site and at Transfer Station 2. The tender was advertised on biddingo.com, merx.com, with the Windsor Construction Association, the Lambton Area Builders Association, on the EWSWA website as well as it was circulated to a list of contractors who have expressed interest in the contract previously or had already performed work for the Authority at another time. The results of the tender are on page 44. The recommendation is that the tender and contract be awarded to the low bidder, 1869096 Ontario Limited which operates as Canadian Transfer. Authority staff has vetted the contractor and determined that they are capable of performing the work.

Mr. Bortolin asked for clarification on the budgeted amount versus what the actual cost will be and what rationale was used to determine the budget?

The Manager of Waste Disposal indicated that an average of previous years price quotes was taken and an additional percentage was added on to that amount to approximate the anticipated increase for this contract.

Mr. Payne questioned how many operators are on site?

The Manager of Waste Disposal indicated that there are usually 4 trained operators on site at all times. There is a requirement of 5 trained operators to be on standby at all times. Each day the needs of the Authority are assessed, depending on volume and weather conditions and the contractor is advised on how many operators to provide.

Moved By Ed Sleiman
Seconded By Tom Bain

THAT the Board approve the award of the tender for the Supply of Specialized Equipment Operators at the Essex-Windsor Regional Landfill and Essex Windsor Transfer Station 2 to 1869096 Ontario Limited (OA Canadian Transfer) for the period of January 4, 2016 to December 31, 2018 with an option to extend the contract one or more times for any period up to 2 years under the same terms and conditions at the sole discretion of the Authority.

**-Carried Unanimously
85-2015**

10. Waste Diversion Issues

None were raised

11. Any Other Business

A) Tentative 2016 EWSWA Board Meeting Schedule

Moved by Ken Antaya
Seconded by Aldo DiCarlo

That the proposed 2016 EWSWA Board Meeting Schedule be approved.

**-Carried Unanimously
86-2015**

12. Holiday Greetings from the Chair

The Chair expressed his best wishes to staff and Board members for a happy and healthy holiday season.

13. By-Laws

- A) 08-2015 Being a By-Law to Authorize the Execution of an Agreement Between 1869096 Ontario Ltd. O/A Canadian Transfer and the Essex-Windsor Solid Waste Authority for the Provision of Specialized Heavy Equipment Operators at the Regional Landfill and Transfer Station 2**

Moved By Fred Francis

Seconded By Ed Sleiman

THAT By-Law 08-2015, being a By-Law to Authorize the Execution of an Agreement Between 1869096 Ontario Ltd. O/A Canadian Transfer and the Essex-Windsor Solid Waste Authority for the Provision of Specialized Heavy Equipment Operators at the Regional Landfill and Transfer Station 2 be given three readings and be adopted this 1st day of December 2015.

**-Carried Unanimously
87-2015**

- B) 10-2015 - Being a By-Law to Authorize the Execution of an Agreement Between ADM Agri Industries and the Essex-Windsor Solid Waste Authority for 5,001 tonnes of Waste.**

Moved By Fred Francis

Seconded By Ed Sleiman

THAT By-Law 10-2015, being a by-law to Authorize the Execution of an Agreement Between ADM Agri Industries and the Essex-Windsor Solid Waste Authority for 5,001 tonnes of Waste be given three readings and be adopted this 1st day of December 2015.

**-Carried Unanimously
88-2015**

- C) 09-2015 Being a By-Law to Confirm the Proceedings of the EWSWA Board Meeting of December 1, 2015**

Moved By Fred Francis

Seconded By Ed Sleiman

THAT By-Law 09-2015, 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 1st day of December 2015.

**-Carried Unanimously
89-2015**

14. Next Meeting

A January meeting date is typically not scheduled due to the holidays, if a meeting is required in January it will be scheduled at the call of the Chair. Otherwise, the next meeting of the Board will be February 2, 2016.

15. Adjournment

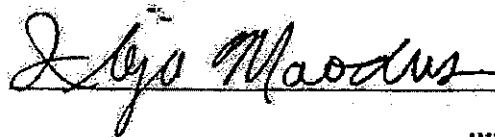
Moved By Ed Sleiman
Seconded By Aldo DiCarlo
THAT the Board stand adjourned at 5:06 PM.

-Carried Unanimously
90-2015

All of which is respectfully submitted.



Ron McDermott
Chair



Ilija Maodus
General Manager