



PEACE RIVER REGIONAL DISTRICT

Solid Waste Committee Meeting Agenda

May 6, 2021, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. CALL TO ORDER	
2. DIRECTORS' NOTICE OF NEW BUSINESS	
3. ADOPTION OF AGENDA	
4. GALLERY COMMENTS OR QUESTIONS	
5. ADOPTION OF MINUTES	
5.1. Solid Waste Committee Meeting Draft Minutes of April 1, 2021	2
6. BUSINESS ARISING FROM THE MINUTES	
7. DELEGATIONS	
8. CORRESPONDENCE	
9. REPORTS	
9.1. RFQ 14-2021 North Peace Regional Landfill Concrete Crushing, ENV-SWC-043	6
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11. DIARY	
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13. ADJOURNMENT	



PEACE RIVER REGIONAL DISTRICT

SOLID WASTE COMMITTEE MEETING MINUTES

THURSDAY, APRIL 1, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Committee Directors

Director Rose, Electoral Area 'E' – Committee Chair
Director Bumstead, City of Dawson Creek
Director Zabinsky, City of Fort St. John
Director Sperling, Electoral Area 'C' – ex officio
Alternate Director Deck, District of Chetwynd
(via teleconference)
Director Fraser, District of Taylor
(via teleconference)
Director Goodings, Electoral Area 'B'
(via teleconference)

Staff

Shawn Dahlen, Chief Administrative Officer
Tab Young, Deputy Corporate Officer
Paulo Eichelberger, GM of Environmental Services
Gerritt Lacey, Solid Waste Manager
Suzanne Garrett, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 11:00 am

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Sperling KPMG Audit – transfer station costs
Vermicomposting project update

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Bumstead, SECONDED Director Zabinsky,
That the Solid Waste Committee adopt the April 1, 2021 Meeting Agenda, as amended to
include Director's new business (KPMG Audit, vermicomposting update):

1. Call to Order
2. Directors' Notice of New Business
3. Adoption of Agenda
4. Gallery Comments or Questions
5. Adoption of Minutes
 - 5.1 Solid Waste Committee Draft Meeting Minutes of March 4, 2021
6. Business Arising from the Minutes
7. Delegations
8. Correspondence
9. Reports
 - 9.1 Solid Waste 2020 Information Technology (IT) allocations, ENV-SWC-040
 - 9.2 RFP Award 05-2021 Hudson's Hope Transfer Station Attendant, ENV-SWC-039

(Continued on next page)



3.1 Adoption of Agenda
(Cont'd)

- 10. New Business
 - 10.1 KPMG Audit – transfer station costs
 - 10.2 Vermicomposting project update
- 11. Diary
- 12. Item(s) for Information
 - 12.1 Solid Waste Terms of Reference
- 13. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

- 5.1
Mar 4, 2021 SWC Minutes
- MOVED Director Fraser, SECONDED Director Bumstead,
That the Solid Waste Committee adopt the March 4, 2021 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

- Item 10.2 Salvage
- Staff provided an update on the quantity of dimensional lumber currently at the Bessborough Landfill. A stockpile of wood is in front of the lumber which the landfill contractor plans on chipping in the next few weeks. Upon completion of the chipping the dimensional lumber will become accessible and can be examined to determine the amount of marketable lumber before an Expression of Interest can be issued.

7. DELEGATIONS

8. CORRESPONDENCE

9. REPORTS

- 9.1 Solid Waste 2020
IT Allocations
ENV-SWC-040
- MOVED Director Zabinsky, SECONDED Director Sperling,
That the Solid Waste Committee receive the report titled “Solid Waste 2020 Information Technology (IT) Allocations, ENV-SWC-040” for discussion.

CARRIED

Staff noted that IT allocations were higher in 2020 compared to other years due to the amount of capital and operational projects, including the Paradigm landfill software upgrade. When the costs of those projects are removed, Solid Waste utilized \$14,781 worth of IT support for routine maintenance items.

- 9.2 RFP 05-2021
Contract Award HHope
Transfer Station
Attendant ENV-SWC-039

MOVED Director Bumstead, SECONDED Director Goodings,
That the Solid Waste Committee recommend that the Regional Board award Request for Proposal 05-2021 “Hudson’s Hope Transfer Station Attendant” to Carol Johnson for attendant services at the Hudson’s Hope Transfer Station, at a total cost of \$225,000 (excluding taxes), for a 3 year term; further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Peace River Regional District.

CARRIED



9.2 continued

In response to a question it was noted that during discussions with the District of Hudson's Hope they advised staff that the District had no issues with the Regional District converting the Hudson's Hope site to a Tier 1 Transfer Station.

10. NEW BUSINESS

10.1 KPMG Audit

In 2018 the Regional District engaged the services of KPMG to undertake an operational review and efficiency audit.

One of the findings in the audit indicated that a number of transfer stations have and are expected to continue to generate minimal revenue. "The PRRD collects fees from transfer stations that generate minimal amounts of revenue, e.g. less than \$10 per week. In these instances, the cost of processing the transactions through staff time from the contractor and PRRD staff may exceed the revenues received."

The landfill software, Paradigm, captures types and amounts of solid waste coming into the landfills and transfer stations, this data assists with operational decisions.

Discussion points:

- Is it cost effective to continue to receive insufficient revenue compared to current expenditures? Would there be the savings if tipping fees were not collected at these sites.
- Having manned stations increases the Regional District's ability to segregate, need some level of control. Without separation processes there is a risk of higher contamination levels resulting in increased costs at the landfill.
- Staff are working on a pilot for 2021. The goal is to identify one or two transfer stations, implement 24 hour access, no tipping fees, modify fence and place PL6 or larger bins in the vicinity for residents use outside of operating hours.
- Only way to determine costs is to undertake a pilot, then decide which way to move ahead. Needs to be cost effective, it is one of the Regional Solid Waste Management Plan (RSWMP) commitments.
- Provide update on pilot project by September or October.

MOVED by Director Zabinsky, SECONDED by Director Sperling,

That the topic of a pilot project to implement 24/7 access to selected transfer stations be diarized.

CARRIED

10.2 Vermicomposting update

Staff noted that the vermicomposting project at the North Peace Regional Landfill is complete. The worms will be transported to the Bessborough Landfill as soon as Bessborough is registered under the Organic Matter Recycling Regulation of BC (OMRR). Education program and drop off locations being developed to determine how much interest and organic material is available.



11. DIARY

12. ITEMS FOR INFORMATION

12.1 SWC Terms of
Reference

13. ADJOURNMENT

13.1 The Chair adjourned the Meeting at 11:45 am

CARRIED

Director Rose, Meeting Chair

S. Garrett, Recorder

Draft



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-043

From: Gerritt Lacey, Solid Waste Manager

Date: May 6, 2021

Subject: RFQ 14-2021 North Peace Regional Landfill Concrete Crushing**RECOMMENDATION:**

That the Solid Waste Committee recommend that the Regional Board award RFQ 14-2021 “North Peace Regional Landfill Concrete Crushing” to Brocor Construction Ltd. for a cost not to exceed \$110,000 (excluding taxes); and further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

All three of the Peace River Regional District (PRRD) landfills accept concrete waste. This concrete is considered a diverted/recycled material, which means that it is not buried in the landfill. Instead, the concrete rubble is processed by crushing it into a gravel material, which can be reused, in turn, at the landfill in place of gravel for roads and laydown pads¹.

The current concrete pile at the North Peace Regional Landfill (NPRLF) has been collected since 2016. The concrete pile is estimated to be approximately 3,000 m³.

Concrete is the only material at PRRD landfills where the processing is the responsibility of the PRRD. For other materials such as wood waste and metals, the landfill contractor is responsible for managing those products.

Staff issued a Request for Quotation (RFQ) to secure best pricing and two bids were received. The proponents were evaluated on experience, qualifications, and budget. The scoring matrix for the proposals is provided below:

	Brocor Construction	DFA Contracting
Mandatory Requirements		
Submission Form (Appendix B)	✓	✓
Pricing (Appendix C)	✓	✓
Scoring Matrix Results		
Total Score	82.25	69.75
Clean Up and Sorting Costs	\$ 46,480.00	\$ 70,740.00
Crushing Costs (\$/m ³)	\$ 27.19	\$ 44.82

¹ Onsite waste concrete was crushed and reused to surface a new perimeter road at Bessborough Landfill in 2019.

Both submissions met the mandatory requirements of the RFQ. Based on the scoring matrix above, Brocor Construction Ltd. is the preferred proponent.

Brocor's process for crushing the material requires three steps:

- | | |
|-----------------------|--|
| 1. Clean Up | The concrete rubble is sorted from any non concrete materials. |
| 2. Sorting/Processing | All the concrete is reduced to a size less then 12 inches in diameter. |
| 3. Crushing | The reduced material is fed into a hammer mill and further reduced into a 1 inch minus material. |

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

\$110,000 was included in the 2021 Financial Plan for this project.

With the estimated sorting cost of \$46,480, this leaves \$63,520 budgeted for crushing costs. This will allow for the crushing of up to 2,336m³ of finished product. The crushing cost applies only to the amount of finished product produced.

The current size of the pile is approximately 3,000m³ which is larger then what is allowed for in the budget. However, the raw unprocessed pile contains a large amount of voids and empty space. The whole pile is expected to be less than the 2,336m³ once processed and crushed.

The total unit cost for creating a gravel material through crushing concrete waste is \$47.08/m³.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

In 2019, the installation and placement of crushed concrete material cost \$33.56/m³ (excluding crushing) for the Bessborough capital program.

Comparatively, the cost to supply and install crushed gravel for this same scope of work was \$84.25/m³.

Using this year's unit cost for crushing, a total cost for placing/crushing this material would be approximately \$77.64/m³, resulting in approximately \$6.61/m³ in savings.



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-041

From: Paulo Eichelberger, GM of Environmental Services

Date: May 6, 2021

Subject: Wood Waste – Bessborough Landfill

RECOMMENDATION:

That the Solid Waste Committee recommend to the Regional Board that the Peace River Regional District contractor Whissell Ltd. sort and separate approximately 25 end dump truck-loads of dimensional lumber at the Bessborough Landfill for an estimated cost of \$8,200.

BACKGROUND/RATIONALE:

During the March 4 and April 1, 2021 Solid Waste Committee (SWC) meetings, SWC members and staff verbally discussed the recent receipt of a large quantity of dimensional lumber at the Bessborough Landfill (BBLF). This material was dumped in the wood waste stockpile, and has been the subject of expressions of interest from members of the public that are wanting the lumber for their own use.

Typically, all wood waste is stockpiled on site and chipped. The chipped wood is used on an as-needed basis to reduce the amount of cover soils needed for landfilling operations.

As discussed at the last SWC meeting, there is an opportunity to put the dimensional lumber out for bid so members of the public can purchase the material, as opposed to stockpiling it for onsite use¹. This has the twofold benefit of supporting both reuse and diversion in the region.

Here is a brief summary of where things are at:

- Chipping of the other wood waste that is currently blocking access to the dimensional lumber pile is scheduled for May 11.
- Once the pile is accessible, the dimensional lumber's condition will be fully assessed for marketability.

Based on the preliminary pictures of the wood piles (Attachment 1), the amount of dimensional lumber appears to be significant. This means that the dimensional lumber could be a significant asset for the Regional District. Once the lumber has been sorted, the PRRD can determine whether there is enough value in the lumber to consider one of the two following options for sale of this asset:

- Expression of Interest/RFQ – this method would be best utilized if the pile is planned to be sold as is where is, but could also be used if the wood was sorted²; or

¹ Since the amount of wood waste onsite is significantly more than what is needed for landfilling operations, there is no risk of running into a deficit of material onsite should the excess wood waste be sold.

² The option of sorting into lots or selling as is, where is, will be decided once the entire pile is exposed.

- “Gov Deals” – This is a public auction site, this method would be best utilized if the wood is to be sorted into lifts, where each lift can be bid on and awarded to multiple proponents. “Gov Deals” also allows for a minimum bid amount to be assigned to each lot.

Pictures of the current condition on the piles have been provided in attachment 1. Staff has taken a preliminary look at the pile and feel that there is enough good marketable wood to warrant sorting of the material into lifts to establish an approximate value. An additional benefit of presorting the lumber is that a sorted pile reduces the risk of injury while loading the material.

At this time it is anticipated that an option to purchase will be available to the public by early June.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Any revenue resulting from wood sold, will be received as general revenue in the Solid Waste function.

Staff requested a quote from the landfill operator for sorting the material into lifts. The contractor provided hourly rates and an estimated time of 5 days. A cost table is provided below:

Cost Table

Resource	Rate	Estimated Hours	Cost
Labour Staff	\$49.21	50	\$2,460.50
Labour Staff	\$49.21	50	\$2,460.50
Cat 160 Excavator	\$162.00	10	\$1,620.00
Mobilization/De-Mobilization	flat		\$1,200.00
			\$8,241.00

The current price for a lift of 2x6-12' standard pine, which has 189 boards, is \$4,123.98 (excluding taxes) (\$21.82/piece). A typical lift of wood weighs approximately 2,040 kgs with create an equivalent value of approximately \$2,021.55/tonne.

If the pile is to be sorted, the expense incurred by the Peace River Regional District (PRRD) will be reabsorbed through setting a minimum bid on the lots when placed on “Gov Deals.”

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

To avoid the risk of scavenging under Provincial legislation, any structural lumber to be sold will be set aside in a designated area at the landfill with appropriate signage, away from the landfill's active face.

Attachments:

1. BBLF Dimensional Lumber Pictures









Solid Waste Committee

Diary Items

FUTURE OF SOLID WASTE		Follow-up Action / Status
1.	alternatives/solutions for continued development of waste reduction projects in the region taking into consideration challenges with distances to markets, agricultural plastics (include Oil and Gas industry), service variables between low and high density population areas. September 28, 2018	Ag-Plastics diversion opportunity – held discussion with CleanFarms regarding Noralta Farms process (Farkash). Meeting to be scheduled with Noralta Farms, will report back to SWC on outcomes.
GROUND BIRCH TRANSFER STATION		
2.	that the status of a proposed property (located on 271 Road, north of the current unmanned waste site near the Groundbirch store) be monitored every four months, for siting a manned transfer station and that any changes in said property's status be reported back to the Committee. August 2, 2018	March 25, 2021 - RB authorized submission of an application to purchase 8225-271 Road (PID 012-260-509) "as is" from the Province, through a Sponsored Crown Grant, for the purpose of expanding and upgrading the existing transfer station.
FOLLOW-UP REPORTS		
3.	<ul style="list-style-type: none"> ● R3 Recycle It – invite to fall meeting ● MARR (Large Appliance Recycling) ● C&D strategy June 6, 2019 	<ul style="list-style-type: none"> ● provide update on contamination levels ● Staff to report back on outcomes of MARR and program in the fall. ● To be developed as per draft SWMP (Strategy 6: Increasing diversion of C&D waste via education, tip fees and feasibility of recycling additional C&D materials)
DECOMMISSIONED LANDFILLS		
4.	Upon completion of the decommissioning of the bulky waste pits at Rose Prairie and Cecil Lake, that staff conduct a review of the two sites to determine if the properties would be suitable for subdivision and subsequent sale to market if the properties are deemed no longer required for Regional District operations. June 4, 2020	Bulky pit project to be completed Summer 2021, review of options for subdivision is ongoing.
KPMG Audit		
5.	That the topic of a pilot project to implement 24/7 access to selected transfer stations be diarized. April 1, 2021	Update scheduled for June 3, 2021 SWC meeting



Solid Waste Committee Terms of Reference

1. Background:

- 1.1 The Peace River Regional District (PRRD) developed a Regional Solid Waste Management Plan that was approved in 2009 and is being amended in 2020-2021. The current 2009 Plan addresses three key areas:
- Greater efficiency of programs and services.
 - Greater focus on reducing, reusing, and recycling to protect our environment.
 - Greater focus on sustainable management to protect future generations.

2. Role of the Committee:

- 2.1 With the understanding that Solid Waste Management is a regional function and represents our largest single budget item; the goals of the Solid Waste Committee (SWC) is to act as an advisory committee for the Regional District solid waste management function and identify concerns and issues that may arise.

3. Structure of the Solid Waste Committee:

- 3.1 Members: The SWC will consist of six (6) Board members as appointed by the Chair and will consist of:

- Director from the City of Dawson Creek, or alternate director;
- Director from the City of Fort St. John, or alternate director;
- Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, or Village of Pouce Coupe or District of Tumbler Ridge);
- Director or alternate director from one additional municipality in the North Peace (District of Hudson's Hope or District of Taylor);
- Director or alternate director from the North Peace (Electoral Area 'B' or 'C');
- Director or alternate director from South Peace (Electoral Area 'D' or 'E');
- PRRD Board Chair, as ex-officio member;
- Appropriate Regional District staff person – non-voting.

- 3.2 The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis.

- 3.3 In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings.

4. Meetings:

- 4.1 The Committee shall meet on a monthly basis, with the meeting schedule approved in conjunction with the Board meeting schedule each year;
- 4.2 Meetings will be open to the public;
- 4.3 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 4.4 The PRRD Board Chair will be given a copy of all Committee meeting agendas;
- 4.5 The Committee has the authority to add or reschedule its meetings as necessary.
- 4.6 The Committee has the authority to call special committee meetings as necessary.

5. Procedures:

- 5.1 Quorum – at least one-half of the members of the Committee;
- 5.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/14
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