



# PEACE RIVER REGIONAL DISTRICT

## Solid Waste Committee Revised Agenda

April 30, 2020, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

Conference call: 1-877-285-4099 Participant Id: 3069112#

Committee Chair: Director Rose

Vice-Chair: Director Goodings

---

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Directors' Notice of New Business</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Adoption of Minutes</b>	
4.1 Solid Waste Committee Meeting Minutes of April 2, 2020	2
<b>5. Business Arising from the Minutes</b>	
<b>6. Delegations</b>	
<b>7. Correspondence</b>	
<b>8. Reports</b>	
8.1 RFP Award 06-2020 South Peace Rural Refuse Collection and Transfer Station Service, ENV-SWC-001	5
8.2 RFP Award 07-2020 North Peace Rural Refuse Collection and Transfer Station Service, ENV-SWC-002	7
*8.3 Landfill-Transfer Station Software Update Purchase, ENV-SWC-004	10
<b>9. New Business</b>	
<b>10. Items for Information and Diary</b>	
<b>11. Adjournment</b>	

**PEACE RIVER REGIONAL DISTRICT  
Solid Waste Committee Meeting Minutes**

DATE: April 2, 2020

PLACE: Regional District offices, Dawson Creek, BC

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

Staff

Shawn Dahlen, Chief Administrative Officer – via teleconference  
Paulo Eichelberger, General Manager of Environmental Services  
Gerritt Lacey, Solid Waste Manager  
Loryn Day, Solid Waste Coordinator - via teleconference  
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 10:00 am

**ADOPTION OF THE AGENDA:**

MOVED by Alternate Director Deck, SECONDED by Director Bumstead, that the Solid Waste Committee agenda for the April 2, 2020 meeting, including additional items for the agenda, be adopted as amended:

1. **Call to Order**
2. **Notice of New Business**
3. **Adoption of the Agenda**
4. **Adoption of the Minutes**
  - 4.1 Solid Waste Committee Meeting Minutes of March 5, 2020
5. **Business Arising from the Minutes**
6. **Delegation**
7. **Correspondence**
8. **Reports**
  - 8.1 April 2, 2020 - Paulo Eichelberger, GM Environmental Services – Contract Award – RFP 01-2020 – Operations of PRRD Landfills.
  - 8.2 April 2, 2020 - Paulo Eichelberger, GM Environmental Services – Contract Award – RFP 04-2020 – PRRD Closed Landfill Closure Reports.
  - 8.3 April 2, 2020 - Paulo Eichelberger, GM Environmental Services – Contract Award – RFP 05-2020 - Bessborough and Chetwynd Landfills Design, Operations and Closure Plans.
  - 8.4 April 2, 2020 – Paulo Eichelberger, GM Environmental Services – Recycle BC and Commingle Curbside.
9. **New Business**
  - 9.1 Discussion Item – COVID-19 and its effect on solid waste streams
  - 9.2 Accepting cash at transfer stations
10. **Items for Information**
  - 10.1 Solid Waste Committee Terms of Reference
11. **Adjournment**

CARRIED.

Director Sperling left the meeting at 10:02 am

**MINUTES:**

4.1 SWC Mtg Min. of Mar 5, 2020 MOVED by Director Goodings, SECONDED by Alternate Director Deck, That the Solid Waste Committee Meeting Minutes of March 5, 2020 be adopted.

CARRIED.

**REPORTS:**

8.1 re: Contract Award – Operations of Landfills  
MOVED by Director Bumstead, SECONDED by Alternate Director Deck,  
That the Solid Waste Committee recommends that the Regional Board award RFP 01-2020, “Operations of Peace River Regional District Landfills”, to Whissell Waste Solutions BC Ltd. (Whissell) at a cost of \$16,005,482 (excluding GST) over a 5 year period, beginning August 1, 2020; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

8.2 re: Contract Award – Closed Landfill Closure Reports  
MOVED by Director Goodings, SECONDED by Alternate Director Deck,  
That the Solid Waste Committee recommends that the Regional Board award RFP 04-2020, “PRRD Closed Landfill Closure Reports,” to GHD Limited at a cost of \$118,289 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

Director Goodings inquired if following completion of the decommissioning of the closed landfills, could unused portions of the Rose Prairie and Cecil Lake properties be subdivided and sold so that land can be put back into agricultural production.

Staff advised a review of these two closed sites could be undertaken to determine if the properties would be suitable for subdivision and subsequent selling to market if deemed no longer required.

8.3 re: Contract Award – DOCP update  
MOVED by Alternate Director Deck, SECONDED by Director Bumstead,  
That the Solid Waste Committee recommends that the Regional Board award RFP 05-2020, “Bessborough and Chetwynd Landfill Design, Operations and Closure Plan Update,” to Tetra Tech Canada Inc. (Tetra Tech) at a cost of \$99,781.04 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

8.4 re: RBC and Comingled Curbside  
MOVED by Director Bumstead, SECONDED by Director Goodings,  
That the April 2, 2020 report entitled Recycle BC and Comingled Curbside be received for discussion.

CARRIED.

The recycling component of the Solid Waste Budget has been of concern due to increasing costs of recycling. Staff have been continuously examining options to reduce costs of recycling while continuing to provide service to our residents. A business case was developed and presented to Recycle BC (RBC) that outlines a hybrid collection system for low population density regional districts to work within their current program. The proposed hybrid program involves inserting the PRRD in place of incorporated municipalities and rural unincorporated communities as the direct point of contact with RBC, representing a “community” of 63,000 residents. In the event the hybrid program proceeds the PRRD’s private recycling contractor has advised they are open to the idea at this point.

Staff had a conference call with RBC to discuss the proposed program. Below are the highlights of the discussion:

- RBC will only work with incorporated municipalities that meet 4.3.5 of their Recycling Steward Program for curbside recycling.
- With respect curbside recyclables and PRRD municipalities:
  - Dawson Creek is part of “Phase 5” of RBC’s plan to add on new members and they will be re-approaching the City in upcoming months.
  - Fort St. John remains on the list of candidates to be re-approached and on-boarded.
  - Pouce Coupe will not be eligible as they do not meet the current criteria.
  - Tumbler Ridge could potentially be on-boarded, pending current criteria.
- The hybrid program will not be considered by RBC as it does not fit in the current Recycling Stewardship Plan.

8.4 re: RBC and  
Comingled  
Curbside

MOVED by Director Goodings, SECONDED by Alternate Director Deck,  
That the Regional Board forward a letter to the Honourable Minister Heyman, Minister of  
Environment and Climate Change Strategy, lobbying for support for a hybrid recycling collection  
system for low population density regional districts to work within current stewardship programs, as  
a result of the April 2, 2020 report entitled “Recycle BC and Comingled Curbside” from the Solid  
Waste Committee.

**CARRIED.**

Director Sperling returned to the meeting at 10:50 am.

**NEW BUSINESS:**

9.1 COVID-19

Staff provided an update on COVID-19 and its effect on solid waste systems. Staff have been participating in weekly calls with the BC Product Stewardship Council (BCPSC) to hear what other jurisdictions are doing in light of the COVID-19 crisis. In order to ensure customer services maintain safety, business continuity plans include restricted hours, ensuring staff have proper personal protective equipment (PPE), or complete closure of some facilities if Provincial COVID-19 safety guidelines could not be met. Recycling has been designated an “essential service” by the Province, however the BCPSC are generally frustrated and will be seeking clarification from the Province with respect to control guidelines to limit the risk of exposure to COVID-19.

Some areas in the Central Interior and Lower Mainland have noticed a significant increase in usage of solid waste services. The Regional District could experience a drastic uptake in customers during spring clean-up, scheduled for June 1 to 14.

9.2 Accepting  
Cash at transfer  
stations

As of March 28 the Regional District has not been accepting cash at any solid waste facility due to COVID-19. Other forms of payment, credit, debit, coupons, or business charge accounts continue to be accepted.

Director Goodings inquired if a “punch card” system could be implemented at rural transfer stations to reduce public frustration when the attendants will not accept cash.

It was suggested that tipping fees be waived during the COVID-19 crisis. Need to work with contractors and staff to minimize risk and ensure the Regional District is meeting provincial guidelines.

MOVED by Director Bumstead, SECONDED by Director Goodings,  
That the Solid Waste Committee recommends to the Regional Board that the Regional District waive any requirement for cash handling at all of the PRRD solid waste facilities for the duration of the COVID-19 crisis; further, that other forms of payment, such as credit, debit, coupons or business charge accounts, continue to be accepted.

**CARRIED.**

Committee Report

MOVED by Director Goodings, SECONDED by Director Bumstead,  
That the recommendations from the Solid Waste Committee meeting of April 2, 2020 be recommended to the Regional Board for approval.

**CARRIED.**

The Chair adjourned the meeting at 11:15 a.m.

---

Director Rose,  
Chair – Solid Waste Committee

---

Suzanne Garrett,  
Corporate Services Coordinator



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-001

From: Paulo Eichelberger, GM of Environmental Services

Date: April 30, 2020

**Subject: RFP Award 06-2020 South Peace Rural Refuse Collection and Transfer Station Service**

## RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board that RFP 06-2020 South Peace Rural Refuse Collection and Transfer Station Service be awarded to Green for Life Environmental (GFL) for a 2 year contract for waste hauling services; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

## BACKGROUND/RATIONALE:

The South Peace Rural Refuse Collection and Transfer Station Service Contract provides the hauling of waste and servicing of the unmanned transfers in the south peace, these sites include:

- |                       |                 |                 |
|-----------------------|-----------------|-----------------|
| 1. Lebell Subdivision | 4. Ground Birch | 7. Sukunka      |
| 2. Fellers Heights    | 5. East Pine    | 8. Hasler Flats |
| 3. Progress           | 6. Lone Prairie | 9. Mt. Lemoray  |

The Peace River Regional District (PRRD) owns the PL-6 Bins<sup>1</sup> on these sites. The contractor hauls the waste in these bins on a set weekly schedule. While on site, they pick up windblown litter, and if needed, clear the bin area of snow. If a bin is found damaged or unusable, the contractor places an "Out of Service" sign on the bin and notifies PRRD staff, the bin can then be swapped out or repairs can be made on site by Field Services staff. The contractor also hauls away any illegally dumped bulky waste from the sites when found within a 72 hour period.

The current contract was awarded to D&T Disposals Ltd.<sup>2</sup> in 2017, and ends on June 30, 2020. Staff went out to market with a Request for Proposal (RFP) to secure best prices for the next two years. Two proposals were received and are summarized in the table below:

	GFL	HomeTown
<b>Mandatory Requirements</b>		
Submission Form (Appendix B)	✓	✓
Pricing (Appendix C)	✓	✓
Agreement to Bond - \$50,000.00	✓	✓
<b>Scoring Matrix Results</b>		
Total Score	88	70
Weekly Collection Cost	\$ 4,772.62	\$ 6,400.00
Bulky material Cleanup (\$/Hour)	\$ 185.00	\$ 125.00
Pressure Washing Bins (once per year)	\$ 1,600.00	\$ 3,850.00

<sup>1</sup> PL-6 Bins are bear proof, hydraulically lifted garbage bins, and emptied via compactor truck.

<sup>2</sup> D&T Disposals Ltd. was purchased by Oscars in 2019.

All proponents were evaluated on Qualifications, Methodology, and Pricing. Both submissions met the mandatory requirements and from the evaluation, GFL is the preferred proponent.

**ALTERNATIVE OPTIONS:**

1. That the Solid Waste Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Responsive Service Delivery

**FINANCIAL CONSIDERATION(S):**

Previous contracts for the South Peace waste haulage were based on an hourly rate for the work completed. The previous contract costs ranged between \$322,217 and \$340,765 annually. Given the contracted rate, this varied by +/- 55 hours per year (approximately 1 hour per week). While this provided a stable cost year to year, monthly costs varied. This variation made it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site.

The new contract is based on fixed rate tipping fees for the scheduled waste hauls, and an hourly charge rate for any cleanup of illegally dumped materials. This provides a fixed baseline cost for providing the intended service, while the hourly rate costs indicate sites that are being abused beyond their intended use. With the fixed rate tipping fees implemented through the new contract, the fixed baseline for waste hauling and site cleanup will be \$248,176 annually.

Through the 2020 budget process, staff allocated \$359,100 for this contract in the year 2020.

**COMMUNICATIONS CONSIDERATION(S):**

N/A

**OTHER CONSIDERATION(S):**

N/A



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-002

From: Paulo Eichelberger, GM of Environmental Services

Date: April 30, 2020

**Subject: RFP Award 07-2020 North Peace Rural Refuse Collection and Transfer Station Service**

---

## RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board that RFP 07-2020 North Peace Rural Refuse Collection and Transfer Station Service be awarded to Green for Life Environmental (GFL) for a 2 year contract for waste hauling services; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

## BACKGROUND/RATIONALE:

The North Peace Rural Refuse Collection and Transfer Station Service Contract provides the hauling of waste and servicing of the unmanned transfer stations in the north peace and the manned transfer station at mile 62.5, a list of all the sites is provided below:

1. Mile 62.5
2. Osborn
3. Doig River
4. Milligan Creek PJ
5. Milligan Creek Highway

The Peace River Regional District (PRRD) owns the PL-6 Bins<sup>1</sup> on these sites. The contractor hauls the waste in these bins on a set weekly schedule. While on site they pick up windblown litter, and if needed, clear the bin area of snow for the unmanned sites. If a bin is found damaged or unusable, the contractor places an “Out of Service” sign on the bin and notifies PRRD staff, the bin can then be swapped out or repairs can be made on site by Field Services staff. The contractor also hauls away any illegally dumped bulky waste from the sites when found within a 72 hour period.

The current contract was awarded to D&T Disposals Ltd.<sup>2</sup> in 2017, and ends on June 30, 2020. Staff went out to market with an RFP to secure best prices for the next two years. Two proposals were received and are summarized in the table below:

---

<sup>1</sup> PL-6 Bins are bear proof, hydraulically lifted garbage bins, and emptied via compactor truck.

<sup>2</sup> D&T Disposals Ltd. was purchased by Oscars in 2019.

	GFL	Home Town
<b>Mandatory Requirements</b>		
Submission Form (Appendix B)	✓	✓
Pricing (Appendix C)	✓	✓
Agreement to Bond - \$50,000.00	✓	✓
<b>Scoring Matrix Results</b>		
Total Score	85.00	68.00
Weekly Collection Cost	\$ 3,153.69	\$ 4,370.00
Upper Cache Bin Rental (Monthly)	\$ 100.00	\$ 0.00
Bulky Material Cleanup (\$/Hour)	\$ 185.00	\$ 125.00
Pressure Washing Bins (once per year)	\$ 1,600.00	\$ 2,100.00

All proponents were evaluated on Qualifications, Methodology, and Pricing. Both submissions met the mandatory requirements, from the evaluation, GFL is the preferred proponent.

### ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

### STRATEGIC PLAN RELEVANCE:

- Responsive Service Delivery

### FINANCIAL CONSIDERATION(S):

Previous contracts for the North Peace waste haulage were based on an hourly rate for the work completed. The previous contract costs ranged between \$91,442 and \$101,084 annually. Given the contracted rate, this varied by +/- 30 hours per year (approximately 1/2 hour per week). While this provided a stable budget year to year, monthly costs fluctuated which made it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site.

Additionally, there was a second contract that serviced unmanned sites in the North Peace. The second contract included the supply of 3 - 6 yard bins at the Upper Cache Site on a monthly rental, as well as tipping the bins once a week. In 2019 this cost for this service was \$9,000.

Staff recognized an opportunity to combine both northern waste hauling services under a single contract. The new contract is based on fixed rate tipping fees for the scheduled waste hauls, and an hourly charge rate for any cleanup of illegally dumped materials. This provides a fixed baseline cost for providing the intended service, while the hourly rate costs indicate sites that are being abused beyond their intended use. With the fixed rate tipping fees implemented through the new contract, the fixed baseline for waste hauling and site cleanup will be \$146,136 annually.

Through the 2020 budget process, staff allocated \$100,000 for this contract in the year 2020. There is an additional \$9,000 that will go unspent in the "Misc Transfer Stations" budget line in SW, due to the Upper Cache Bins being included in this contract. Therefore a total of \$109,000 has been budgeted for waste hauling in the north.



Historically, both the north and south peace hauling contracts equated to \$450,000/year. Under the new contracts for north and south peace, net costs are \$74,000 under budget for 2020. It is anticipated that the \$74,000 will be charged to bulky waste clean-ups to align with historical costs.

**COMMUNICATIONS CONSIDERATION(S):**

N/A

**OTHER CONSIDERATION(S):**

The contract is established for 2 years with an option to renew for an additional year, subject to contract performance. This schedule was established with the intent of completing construction of the remaining manned transfer stations within 2 years and eliminating the bulk of the remaining unmanned sites.



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-004

From: Paulo Eichelberger, G.M. of Environmental Services

Date: April 27, 2020

**Subject: Landfill-Transfer Station Software Update Purchase**

---

## RECOMMENDATION #1:

That the Solid Waste Committee recommend that the Regional Board authorize purchase of the landfill-transfer station software upgrade, known as “Compuweigh Version 6.0,” for \$232,276 (excluding GST).

## BACKGROUND/RATIONALE:

The Regional District solid waste sites utilize waste transaction software (Compuweigh Version 5.0) which tracks different incoming waste materials as well as financial transactions. As the current version of the software is beyond the end of its useful life and will no longer be supported in 2021, there will be an upgrade to Version 6.0 in 2020 to ensure training and transfer of information is complete by 2021, in order to ensure that the system stays supported.

The updated system will:

- Ensure up-to-date security is maintained with our server.
- Have net annual reduction in service costs of \$7,700.
- Reduce customer wait times due to user-friendly interface for the attendant.
- Allow for increased efficiency in waste data transfer and tracking.

With the formal adoption of the Regional District budget for 2020, staff requested an updated price quote, which has since been received. The cost of the upgrade is \$165,200 USD (\$232,000 CAD as of April 27, 2020).

## ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

- Organizational Effectiveness

## FINANCIAL CONSIDERATION(S):

The cost of this upgrade is accounted for in the 2020 Solid Waste Budget. Compuweigh Version 5.0 was originally purchased by the PRRD in 2010 for approximately \$160,000 USD (\$169,000 CAD) to address serious service issues with the waste tracking program of the day. While there are other software programs on the market, a significant number of regional districts have also switched to the Paradigm program due to similar service issues with other programs and increased costs. Procuring a

new system from the marketplace would have additional estimated “Total Costs of Change” over and above the cost of a new program, as listed below:

Tasks for On-Boarding New System (excl. Program Costs)	Estimated Costs of Change for Integration of New System
IT (280 hrs prep and debugging)	\$82,320
Financial Integration (ensuring system meshes with Finance Software)	\$15,000
MSP support/Training	\$20,000
Server Costs	\$2,500
Administration (Finance(3 month set-up - 1 dedicated FTE)) +SW staff	\$22,562
Attendant training (1 month)	\$16,800
<b>TOTAL</b>	<b>\$159,182</b>

Onboarding a new system could cost an estimated \$160,000 more than updating the existing software.

In line with the PRRD Procurement policy, the Regional District may direct award without a competitive process if product or services are available from only one supplier. The Compuweigh program fits this category and can only be provided by one software provider, Paradigm Software. Paradigm has thus provided a statutory declaration regarding this software (see attached).

**COMMUNICATIONS CONSIDERATION(S):**

None identified.

**OTHER CONSIDERATION(S):**

None identified.

**Attachments:**

1. Annual Support Services and License Sole Source Letter 2020.

113 Old Padonia Road, Suite 200  
Cockeysville, Maryland 21030-4967  
Phone 410-329-1300  
Fax 443-275-2509



*Software for the Weighing and Routing Industries*

April 27, 2020

Peace River District, BC  
1981 Alaska Avenue  
Dawson Creek, BC V1G 4H8 Canada

Re: Annual Standard Support Services and License Agreement Sole Source

To Whom It May Concern:

The CompuWeigh™ System and all licenses/modules/hardware/etc. associated with this application are sold and supported exclusively by Paradigm Software, L.L.C. This letter is to certify that Paradigm Software, L.L.C. is the only company that can provide this software and support and that all work will be performed by our company.

If you have any questions, please feel free to contact me at (410) 329-1300.

Regards,

A handwritten signature in blue ink, appearing to read "Phil Weglein".

Phil Weglein  
Chief Executive Officer