



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

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- 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

Original signed by

Director Rose, Meeting Chair

Original signed by

S. Garrett, Recorder