



# PEACE RIVER REGIONAL DISTRICT

## Solid Waste Committee Meeting Agenda

June 3, 2021, 10:00 a.m.  
1981 Alaska Avenue, Dawson Creek, BC

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<b>1. CALL TO ORDER</b>	
<b>2. DIRECTORS' NOTICE OF NEW BUSINESS</b>	
<b>3. ADOPTION OF AGENDA</b>	
<b>4. GALLERY COMMENTS OR QUESTIONS</b>	
<b>5. ADOPTION OF MINUTES</b>	
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## PEACE RIVER REGIONAL DISTRICT

### SOLID WASTE COMMITTEE MEETING MINUTES

THURSDAY, MAY 6, 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  
(via teleconference)  
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  
Tyra Henderson, Corporate 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 10:05 am

#### 2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Rose Waste to Energy (WTE)  
Director Sperling Waste composition

#### 3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Bumstead, SECONDED Director Fraser,  
That the Solid Waste Committee adopt the May 6, 2021 Meeting Agenda, as amended to  
include Director's new business (waste to energy and waste composition):

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 April 1, 2021
6. Business Arising from the Minutes
7. Delegations
8. Correspondence
9. Reports
  - 9.1 RFQ Award 14-2021 NP Regional Landfill Concrete Crushing, ENV-SWC-043
  - 9.2 Wood Waste – Bessborough Landfill, ENV-SWC-041

(Continued on next page)



- 3.1 Adoption of Agenda (continued)
- 10. New Business
  - 10.1 Waste to Energy update
  - 10.2 Waste composition
- 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 MOVED Director Fraser, SECONDED Director Zabinsky,  
Apr 1, 2021 SWC Minutes That the Solid Waste Committee adopt the April 1, 2021 Meeting Minutes.

**CARRIED**

#### **6. BUSINESS ARISING FROM THE MINUTES**

#### **7. DELEGATIONS**

#### **8. CORRESPONDENCE**

#### **9. REPORTS**

- 9.1 RFQ 14-2021 NPRLF MOVED Alternate Director Deck, SECONDED Director Zabinsky,  
Concrete Crushing That the Solid Waste Committee recommend that the Regional Board award  
ENV-SWC-043 Request for Quote 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.

**CARRIED**

In response to a question it was noted that disposal fees for concrete is \$55/tonne. Staff are working on a process to determine how to handle this form of material to ensure the Regional District is recouping its costs.

- 9.2 RFP 05-2021 MOVED Director Zabinsky, SECONDED Director Bumstead,  
Wood Waste – BBLF That the Solid Waste Committee recommend to the Regional Board that the Peace  
ENV-SWC-041 River Regional District authorize the sorting and separation of approximately 25  
end dump truck-loads of dimensional lumber at the Bessborough Landfill be  
conducted by Whissell Ltd. for an estimated cost of \$8,200.

**CARRIED**

Staff noted that as soon as the lumber has been sorted and separated, the PRRD can determine whether there is enough value to consider sale of the asset either through an Expression of Interest/Request for Quote or "Gov Deals" (public auction site).



9.2 (continued)

MOVED by Director Bumstead, SECONDED by Director Fraser,  
That a report be brought back to a future Solid Waste Committee meeting after  
the dimensional lumber at the Bessborough Landfill has been sorted to discuss  
volumes and recommendations for disposal of the product.

**CARRIED**

**10. NEW BUSINESS**

10.1 Waste to Energy  
(WTE)

Staff provided an update on the VOoPS (Value Optimized sustainable Planet  
Solutions) pilot project proposed by Jim Smolik, General Manager. The pilot is a  
waste to energy option called the Ultimate Thermal Organics Converter (UTOC).

- Pilot unit underway
- Virtual demonstration in the works

10.2 Waste Composition

During excavation at the North Peace Regional Landfill a significant amount of  
recycling and construction waste were uncovered. The cost to sort this type of  
waste is too low resulting in recyclable and construction materials being landfilled.  
There is a need to find incentives so producers will take the time and effort to sort  
this material. Industry needs to be held accountable. Need to explore  
opportunities to perform additional spotting at landfills and take pictures. More  
importantly the Regional District will have to establish options first to deal with  
materials that will be extracted for recycling i.e. tarps, rubber matting – markets  
are required. Staff noted that the tipping fees bylaw is currently under review.

**11. DIARY**

Committee members reviewed the Diary.

Groundbirch T/S  
R3 Recycling

- in process of applying for a "Sponsored Crown Grant."
- FSJ conducted major audit on recycling bins, contamination rates (7%).

**12. ITEMS FOR INFORMATION**

12.1 SWC Terms of  
Reference

**13. ADJOURNMENT**

13.1

The Chair adjourned the Meeting at 10:50 am

**CARRIED**

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Director Rose, Meeting Chair

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S. Garrett, Recorder



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-044

From: Gerritt Lacey, Solid Waste Manager

Date: June 3, 2021

**Subject: Recycle BC Curbside Collection Programs**

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## RECOMMENDATION:

That the Solid Waste Committee receive the report titled "Recycle BC Curbside Collection Programs – ENV – SWC - 044", which provides an update for Recycle BC curbside collection program incentives, for information.

## BACKGROUND/RATIONALE:

At the March 4, 2021 Solid Waste Committee meeting, a report itemizing the cost of recycling for the Peace River Regional District (PRRD) in 2020 was received. Through discussion, Committee members asked if there were any other options available for commingled curbside material. Staff was aware that Recycle BC (RBC) offers curbside collection programs through their scope of work as a stewardship for the collection of Packaging and Printed Paper (PPP) and offered to get more background information on that program.

Staff met with RBC to obtain information about the curbside programs that RBC supports in the province. An overview of program options, onboarding dates, transition planning, incentive payments, and the application of failure level service credits was discussed during this meeting. Program options for curbside recycling are either a 'direct program' where RBC administers the collection and processing within the municipality at RBC's cost, or an 'incentive program', where RBC provides the municipality annual incentive payments based on household count and housing density, to pay for the costs of collection done by the municipality, and RBC still does the processing.

PRRD staff met individually with City of Dawson Creek (DC) and City of Fort St John (FSJ) staff to discuss potential options available for each municipality through RBC for their curbside recycling programs.

A third meeting was held on April 8<sup>th</sup> between RBC, DC, FSJ and the PRRD. This meeting allowed for further group discussions and clarification on RBC curbside collection options, requirements, and onboarding potential directly with RBC. RBC provided information packages to each of the member municipality staff regarding onboarding at transition plans. Each member municipality took the information for consideration.

During the DC Council meeting held on April 26<sup>th</sup>, DC Council resolved to send a letter of intent to RBC stating their desire to enter into an agreement for the incentive program with onboarding to occur in February of 2022. Additionally, at the FSJ Council meeting held May 10<sup>th</sup>, FSJ Council also resolved to provide a letter of intent to RBC formally requesting inclusion in RBC's incentive program.

Each member municipality will begin working with RBC through the summer and fall of 2021 in preparation for transition to the RBC Program in February of 2022.

**ALTERNATIVE OPTIONS:**

1. That the Solid Waste Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

A breakdown of potential costs savings through the RBC Incentive program is provided below:

City of Dawson Creek

DC is estimated receive approximately \$179,000 from RBC for the collection and education incentives. This translates into a \$3.1583/month/household revenue which would offset the cost of their curbside program by 52.64% (based on 4,737 households and a \$6/month/household currently taxed).

City of Fort St. John

FSJ is estimated to receive approximately \$254,100 from RBC for the collection and education incentives. This translates into a \$2.9916/month/household revenue, which would offset the cost of their curbside program by 49.86% (based on 7,078 households and a \$6/month/household currently taxed).

Peace River Regional District

The PRRD is estimated to see a decrease in tonnage of commingled curbside through the recycling contract. In 2020 the PRRD paid a rate of \$650.97/tonne for commingled curbside material. The 2020 tonnages for each municipality is provided below:

- ~413 for DC, which translates to \$270,000
- ~721 for FSJ, which translates to \$469,700

The recycling program is paid 100% through taxation. Savings through municipality participation in the RBC program will ultimately mean a reduction in total annual requisition, including a reduction to each member municipality and electoral area. The chart below breaks down the potential cost savings:

		Removal of DC Tonnage	Removal of FSJ Tonnage	Combined Total
PRRD	100%	\$270,000	\$469,700	\$739,700
Dawson Creek	7.14%	\$19,278	\$33,536	\$52,814
Hudson's Hope	1.38%	\$3,726	\$6,481	\$10,207
Tumbler Ridge	2.42%	\$6,534	\$11,366	\$17,900
Fort St John	12.42%	\$33,534	\$58,336	\$91,870
Chetwynd	2.02%	\$5,454	\$9,488	\$14,942
Pouce Coupe	0.34%	\$918	\$1,597	\$2,515
Taylor	1.40%	\$3,780	\$6,575	\$10,355
Area B	32.27%	\$87,129	\$151,572	\$238,701
Area C	6.42%	\$17,334	\$30,154	\$47,488
Area D	19.70%	\$53,190	\$92,530	\$145,720
Area E (759)	14.30%	\$38,610	\$67,167	\$105,777
Area E (760)	0.19%	\$513	\$898	\$1,411

**COMMUNICATIONS CONSIDERATION(S):**

None at this time

**OTHER CONSIDERATION(S):**

External Links:

1. Recycle BC 2019 Annual Report – [here](#).



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-045

From: Gerritt Lacey, Solid Waste Manager

Date: June 3, 2021

**Subject: 24 Hour Access Pilot at Manned Transfer Stations**

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## **RECOMMENDATION #1:**

That the Solid Waste Committee recommend that the Regional Board approve a 12 month pilot program beginning in July of 2021 at the manned transfer stations located in Moberly Lake and Prespatou, which allows for residents to dispose of household bagged waste outside of operating hours, free of charge.

## **RECOMMENDATION #2:**

That the Solid Waste Committee recommend that the Regional Board authorize that a report be provided to the May 2022, Solid Waste Committee meeting which summarizes the 24 hour access pilot successes and challenges.

## **BACKGROUND/RATIONALE:**

Equality of access to solid waste services in the Peace River Regional District (PRRD) has been part of the Regional Solid Waste Management plan since 2008. The current collection network within PRRD consists of 3 Landfills, 16 manned transfer stations, and 13 unmanned transfer stations.

At landfills and manned transfer stations, users have the ability to dispose of multiple types of waste streams depending on the site (landfill, tier 1, tier 2). Currently, users are only able to access the sites during posted business hours. Additionally, at PRRD manned sites, residents are required to pay tipping fees for materials calculated based on either a weight or a volume basis, depending on the site.

At unmanned sites, users can only dispose of a single waste stream, household bagged waste, which is accepted 24 hours a day at no cost. Disposal of household bagged waste is universally available to all users, regardless of disposal site designation.

Staff would like to begin a 12-month pilot, starting July of 2021, to help take a first step towards harmonizing service across the regions collection network, through 24 hour access to bagged waste disposal services at two manned transfer stations, Moberly Lake and Prespatou.

The manner of collection at each site will differ slightly, and a brief description of each site has been provided below.

### **Moberly Lake TS**

This site was selected as it has the smallest footprint of any of the manned transfer stations (approximately 26m x 58m or 0.36 acres<sup>1</sup>). For this site, a drop box system will be utilized. The drop box will use three ¾ yard tilt trucks, housed within an enclosed frame. Each tilt truck will have an access

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<sup>1</sup> Rolla TS 0.64 acres, Cecil Lake 1.73 acres, Tomslake 2.25 acres



door that will limit the size of waste that can be deposited, only allowing bagged waste. The drop box will be located inside the compound fence, with the doors accessible to residents outside of the compound.

At the start of each shift, the site attendant will wheel the tilt trucks over to the compactor and count the number of bags that were deposited outside of operating hours. For comparison, bags deposited during business hours will also be counted.

### **Prespatou TS**

This site was selected due to the large space available outside of the fenced compound. For this site, a 30 yard “bear bin” will be utilized. The bear bin has 3 access doors along the side of the bin for users to place their waste inside. The size of the doors will help limit the amount of bulky items that can be deposited. Once a bin is full, it will be hauled to the North Peace Regional Landfill for disposal.

This collection method will allow the tonnage to be tracked. Compactor tonnage collected during business hours will be tracked and compared to the after hour bin usage.

The pilot program is intended to identify resident usage patterns and preferences. Through the duration of the pilot, each site will also be monitored for use and abuse; this will be summarized in the update report for the May 2022 Solid Waste Committee meeting for consideration and next steps.

### **ALTERNATIVE OPTIONS:**

1. That the Solid Waste Committee provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

### **FINANCIAL CONSIDERATION(S):**

A breakdown of anticipated costs to establish each pilot site are summarized below:

#### **Moberly Lake Transfer Station:**

<u>Item</u>	<u>Cost</u>
Purchase truck carts	\$2,700
Drop Box Construction	\$1,000
Fence Modification	\$1,000
<b>Total:</b>	<b>\$4,700</b>

\$5,000 was budgeted for the pilot at Moberly Lake in the 2021 budget process.

#### **Prespatou Transfer Station:**

<u>Item</u>	<u>Cost</u>
Bear Bin Rental (12 months)	\$3,552
Tipping Fee (1 per month)	\$4,440
<b>Total:</b>	<b>\$7,992</b>

**Loss of Tipping Fee Revenue:**

Because tipping fees cannot be applied to the material collected through this pilot, the PRRD will see a loss in potential tipping fee revenue. Similar to the clean-up campaigns, we could potentially see an increase in tonnage that arrives to the site due to the pilot.

As background information, tipping fee revenue collected in 2020 from each site is provided below:

<u>Site</u>	<u>Household Waste Tonnage</u>	<u>Bagged Waste Tipping Fee Revenue Collected</u>	<u>Contractor Operating Costs</u>
Moberly Lake	109.13 tonnes	\$7,082	\$75,663
Prespatou	44.23 tonnes <sup>2</sup>	\$2,432	\$90,344

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

Tipping fees are collected at landfills and manned transfer stations in accordance with Solid Waste Regulation and Fees Bylaw No. 2065, 2013. As this pilot offers service outside of operating hours, when no site personnel is available, the site essentially becomes an unmanned site. Therefore, the bylaw does not apply. However, if a resident comes to the site during business hours, they will have to pay the appropriate tipping fees.

In the future, if a pilot is established where tipping fees are not going to be collected at manned sites during business hours, an exception would have to be added in under the current Solid Waste Regulation and Fees Bylaw No. 2065, 2013 to list the sites and time period that fees will not be collected.

<sup>2</sup> In total, Prespatou handled 104.578 tonnes and collected \$3,984 in tipping fee revenue when the other waste streams are added.



# Solid Waste Committee

## Diary Items

<b>FUTURE OF SOLID WASTE</b>		<b>Follow-up Action / Status</b>
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 on outcomes.
<b>GROUND BIRCH TRANSFER STATION</b>		
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 – submission of application pending.
<b>FOLLOW-UP REPORTS</b>		
3.	<ul style="list-style-type: none"> <li>● R3 Recycle It – invite to fall meeting</li> <li>● MARR (Large Appliance Recycling)</li> <li>● C&amp;D strategy June 6, 2019</li> </ul>	<ul style="list-style-type: none"> <li>● provide update on contamination levels</li> <li>● Staff to report back on outcomes of MARR and program in the fall.</li> <li>● To be developed as per draft SWMP (Strategy 6: Increasing diversion of C&amp;D waste via education, tip fees and feasibility of recycling additional C&amp;D materials)</li> </ul>
<b>DECOMMISSIONED LANDFILLS</b>		
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.
<b>KPMG Audit</b>		
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
Last Update: May 6, 2021		Page 1



## 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
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	