



PEACE RIVER REGIONAL DISTRICT

Solid Waste Committee Meeting Agenda

December 3, 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 November 5, 2021	2
6. BUSINESS ARISING FROM THE MINUTES	
7. DELEGATIONS	
8. CORRESPONDENCE	
9. REPORTS	
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PEACE RIVER REGIONAL DISTRICT

SOLID WASTE COMMITTEE MEETING MINUTES

FRIDAY, NOVEMBER 5, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Committee Directors

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

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Tab Young, Deputy Corporate Officer
Kari Bondaroff, GM Environmental Services
Trish Morgan, GM Community Services
Gerritt Lacey, Solid Waste Manager
Loryn Day, Solid Waste Coordinator
Suzanne Garrett, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 10:02 am

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Goodings Goodlow Transfer Station
Disposal of carcasses

3. ADOPTION OF AGENDA

- 3.1 Adoption of Agenda MOVED Director Sperling, SECONDED Alternate Director Deck,
That the Solid Waste Committee adopt the November 5, 2021 Meeting Agenda:
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 Minutes of October 8, 2021
 6. Business Arising from the Minutes
 7. Delegations
 - 7.1 Lindsay Heal, Recycle-It Resource Recover, update on curbside contamination rates
 8. Correspondence
 9. Reports
 - 9.1 Fire Protection Agreement – Bessborough Landfill, ENV-SWC-061
 - 9.2 Fire Protection Agreement – Chetwynd Landfill, ENV-SWC-062
 - 9.3 PRRD Closed Landfill Update, ENV-SWC-064
 - 9.4 Sorted Dimensional Lumber Auction Update, ENV-SWC-065
 - 9.5 2022 Update to Solid Waste Tipping Fees, ENV-SWC-066
 - 9.6 2022 Solid Waste Staffing requests and pre-budget approvals, ENV-SWC-067



3.1 Adoption of Agenda
(continued)

- 10. New Business
 - 10.1 Goodlow Transfer Station
 - 10.2 Disposal of Carcasses
 - 10.3 Rig Matting
 - 10.4 Grain Bag Roller
- 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
October 8, 2021 SWC
Minutes
- MOVED Director Zabinsky, SECONDED Alternate Director Deck,
That the Solid Waste Committee adopt the October 8, 2021 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

The Committee agreed, by consensus, to vary the agenda to Item 9 Reports until the Delegations arrival at 10:30 am.

9. REPORTS

- 9.1 Fire Protection
Agreement – Bessborough
Landfill ENV-SWC-061
- MOVED Director Bumstead, SECONDED Director Fraser,
That the Solid Waste Committee recommend that the Regional Board approve the agreement titled “Bessborough Landfill Fire Protection Agreement” to secure fire protection services from the Dawson Creek Fire Department for the Bessborough Landfill at an annual base cost of \$10,500 per year (excluding taxes), effective January 1, 2022 for a five year term ending December 31, 2026; further that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

CARRIED

- 9.2 Fire Protection
Agreement – Chetwynd
Landfill ENV-SWC-062

MOVED Alternate Director Deck, SECONDED Director Bumstead,
That the Solid Waste Committee recommend that the Regional Board approve the agreement titled “Chetwynd Landfill Fire Protection Agreement” to secure fire protection services from the Chetwynd Fire Department for the Chetwynd Landfill at an annual cost of \$5,000 (excluding taxes), effective January 1, 2022 for a five year term ending on December 31, 2026; further that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

CARRIED

It was noted that the North Peace Regional Landfill is included in the Fort St. John Rural Fire Protection Agreement. For consistency the Bessborough and Chetwynd landfills should be included in their appropriate rural fire protection agreements when the agreements are renewed.



Trish Morgan, GM of Community Services left the meeting at 10:27 am

The Committee agreed, by consensus, to vary the agenda to Item 7.1 to accommodate the scheduled time of the R3 Recycle It-Recovery Delegation.

7. DELEGATION

7.1 Update on curbside contamination rates

Lindsay Heal and Tyrell Heal, Recycle-It Resource Recovery provided the Committee with an update on contamination rates in curbside recycling.
City Fort St. John

- automated camera system installed on waste hauler trucks. First report has provided valuable information, identified top contaminates. Information is forwarded to Bylaw Enforcement office, letter and picture of the specific contaminates is sent to the property owner.
- 4 auditors provided weekly inspections over the summer, contamination levels were reduced.
- Educational component ongoing – mail-outs, bin stickers, warning letters and fines through the Bylaw Enforcement office. Recycle bins are removed from “Repeat offender” locations.

City Dawson Creek

- Auditors provided inspections over the summer. Working with DC Recycling to conduct audits in 2022.
- Working with waste hauler to install camera system on their trucks.
- Continue with educational component – flyers and mail-outs.

District of Chetwynd

- Lowest contamination levels, partly due to blue bag system
- Keep momentum going

In response to a question Ms. Heal noted that the Commercial recycling program commenced operation on October 1st, for the Fort St. John area. It is a segregated system which lowers contamination levels, drivers check each bin. To date there have no issues with contamination.

Delegation left the meeting at 10:50 am

8. CORRESPONDENCE

9. REPORTS (continued)

9.3 Closed Landfill Update ENV-SWC-064

MOVED Director Sperling, SECONDED Director Fraser,
That the Solid Waste Committee receive the report entitled “PRRD Closed Landfill Update” for information; further, that the report be placed on the Consent agenda of the next Board meeting for the Board’s information.

CARRIED



9.4 Sorted Dimensional Lumber Auction Update ENV-SWC-065

MOVED Director Bumstead, SECONDED Director Fraser,
That the Solid Waste Committee recommend that the Regional Board amend the reserve price on the four (4) lifts of sorted dimensional lumber located at the Bessborough Landfill and listed for sale on govdeals.ca, from \$1,000 to \$0 to encourage bids.

CARRIED

9.5 2022 Update to Solid Waste Tipping Fees

MOVED Director Goodings, SECONDED Director Bumstead,
That the Solid Waste Committee recommend that the Regional Board defer updating the "Solid Waste Regulation and Fees Bylaw No. 2065, 2013" until the third party review of the current fee structure is completed in 2022 and a 5-year recommended fee structure is presented at a future Solid Waste Committee meeting for implementation in 2023.

DEFEATED

MOVED Director Sperling, SECONDED Director Fraser,
That the Solid Waste Committee recommend that the Regional Board update the Solid Waste Regulation and Fees Bylaw No. 2065, 2013 to include a tipping fee increase of 5% increase on Industrial, Commercial, and Institutional (ICI) sorted waste streams, and tipping fee increase of 76% increase to unsorted ICI waste streams, to help promote diversion activities in 2022.

CARRIED

If approved a communication plan for how the increase will be presented to the public will be prepared.

9.6 2022 Solid Waste Staffing requests and pre-budget approvals ENV-SWC-067

MOVED Director Sperling, SECONDED Director Fraser,
That the Solid Waste Committee recommend that the Regional Board approve the immediate transition of the two (2) Casual Field Services Labourer positions into two (2) full-time Field Services Labourer positions at wage rates as per the Collective Agreement with CUPE Local 2403.

CARRIED

10. NEW BUSINESS

10.1 Goodlow TS

Concern was expressed that residents who utilize the Goodlow Transfer Station were not advised that the station was closed following the break-in. Staff advised that a system has been established to ensure that in the future residents will be notified of any issues at any of the transfer stations.

10.2 Carcasses

Concern was expressed that residents living on small rural acreages cannot dispose of livestock carcasses. Staff advised that livestock carcasses are accepted at all three regional landfills. With cattle being the exception, in which cattle carcasses must be taken to the Bessborough Landfill for the safe handling of carcasses "Specified Risk Material" to avoid Bovine Spongiform Encephalopathy (BSE).

10.3 Rig Matting

The Committee was advised that the Regional District will no longer be accepting rig matting material at its landfills. The Regional District is not able to process and chip material in the manner currently utilized, therefore the material was being diverted out of the landfills.



10.4 Grain Bag Roller Staff provided an update on the Cleanfarms Pilot program for the collection of agricultural plastics. As part of the partnership with Cleanfarms, the Regional District purchased a grain bag roller in an effort to help facilitate the collection of grain bags from local producers. This roller was a shared cost between the Regional District and Cleanfarms who contributed \$5,000 to the purchase.

10.4 Grain Bag Roller (continued) Currently, there are producers in the Rolla area who would like to use the roller for collecting grain bags on their farms. Staff is working on a procedure document to outline how the roller will be supplied to local producers, identifying potential rental rates, deposits, checklist, and a standard operating procedure booklet. Staff would like to supply the unit to these producers at no cost as a test, to inform the procedure moving forward, and simultaneously secure agricultural plastic bag material for the pilot.

MOVED Director Sperling, SECONDED Director Zabinsky,
That the Solid Waste Committee recommend that the Regional Board approve loaning the Peace River Regional District grain bag roller to local farmers at no cost until the internal financial procedures for the grain bag roller are complete in spring of 2022.

CARRIED

11. DIARY

Item #3

MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
That Item #3 "R3 Recycle It" invite to fall meeting, be deleted from the Diary.

CARRIED

12. ITEMS FOR INFORMATION

12.1 SWC Terms of Reference

13. ADJOURNMENT

The Chair adjourned the Meeting at 11:55 am

Director Rose, Meeting Chair

S. Garrett, Recorder



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-069

From: Gerritt Lacey, Solid Waste Manager

Date: December 3, 2021

Subject: **2021 Fall Clean-Up Review**

RECOMMENDATION:

That the Solid Waste Committee recommend that the report titled "2021 Fall Clean-Up Review-ENV-SWC-069", which outlines the tonnage, customer use, and costs for the Clean-Up Campaign, be received for information by the Solid Waste Committee and shared with the Regional Board for their information.

BACKGROUND/RATIONALE:

Over the last three years, the Peace River Regional District (PRRD) has offered and advertised Spring/Fall Clean-Up Campaigns in an effort to prevent illegal dumping. During the clean-up weeks, free bulky waste disposal is made available to residents, twice a year for a 2-week period each. In the fall of 2021, bulky bins were placed at all unmanned and Tier 2 Transfer Stations, tipping fees were waived for sorted waste at the PRRD Landfills and Transfer Stations, and the hours of operation for the solid waste collection network were extended.

The purpose of this report is to:

- a. Compare customer and tonnage statistics for the campaigns, 2019 through to 2021; and
- b. Summarize the successes for the recent Fall 2021 Clean-Up program and the program overall.

Customer Count Comparison Fall 2019 to 2021:

There was an overall 13% decrease in customers during the 2021 Fall Clean-Up campaign compared to 2020. A quick overview of chart 1a in the attached Appendix A document is provided below:

- Landfills (LFs) had a total decrease of 11% in customers in 2021 compared to 2020.
 - The highest decrease of 14% occurred at the Bessborough LF.
- Tier 1 Transfer Stations (TSs) had an overall decrease of 13% in customers.
 - Wonowon and Kelly Lake TS increased by 169% and 86%, respectively.
- Tier 2 TSs had an overall decrease of 25% in customers.
 - All sites saw a decrease, with the highest decrease occurring at the Goodlow TS with a decrease of 78%. However this is attributed to the site being closed for a few days at the beginning of Fall Clean-Up due to a break in and the bin being placed outside the fence where customers were not counted.
 - The next highest decrease of 42% occurred at the Buick Creek TS.

Yearly Comparison to Date including Spring and Fall Clean-up:

Looking at all season and yearly totals, there was a total decrease 6% of customers between 2020 and 2021, whereas between 2019 and 2020 there was an increase of 54%. However over the three years of the campaign there was an increase of 45% between 2019 and 2021. A quick overview of chart 1b in Appendix A, as attached, is provided below:

- Landfills saw a total decrease of 4% of customers between 2020 and 2021. Over the three years of the campaign there has been an increase of 48% of customers.
- Tier 1 TS's saw a total decrease of 7% of customers between 2020 and 2021. Over the three years of the campaign there has been an increase of 26% of customers.
- Tier 2 TS's saw a total decrease of 9% in customers between 2020 and 2021. Over the three years of the campaign there has been an increase of 162% of customers.

Tonnage Comparison Fall 2019 to 2021:

There was an overall decrease of 22% in tonnage during Fall Clean-Up 2021 compared to 2020. A quick overview of the chart 2a in Appendix A, as attached, is provided below:

- Landfills had an overall decrease of 20% of tonnage in fall of 2021 compared to 2020. All Landfills saw a decrease of tonnage between 2020 and 2021.
 - Bessborough LF had the highest decrease of 36%.
- Tier 1 TS's had an overall decrease of 27% in tonnage in fall of 2021 compared to 2020.
 - Rose Prairie saw the highest decrease of 54%.
- Tier 2 TS's had an overall decrease of 21% of tonnage in 2021 compared to 2020.
 - Pink Mountain TS had the highest increase of 122%.
 - All other sites saw a decrease in tonnage.
- Unattended sites had an overall decrease of 14% of tonnage received in fall of 2021 compared to 2020.
 - Mile 62.5 had the highest increase of 327%.
 - Osborn had the highest decrease of 65%.

Yearly Comparison to Date including Spring and Fall Clean-up:

Looking at yearly totals, there was a total decrease of 19% in tonnage received between 2020 and 2021, whereas between 2019 and 2020 there was an increase of 70%. However over the three years of the campaign there was an increase of 38% between 2019 and 2021. A quick overview of chart 2b in Appendix A, as attached, is provided below.

- Landfills saw a total decrease of 24% of tonnage received between 2020 and 2021. Over the three years of the campaign there has been an increase of 64% of tonnage.
- Tier 1 TS's saw a total decrease of 13% of tonnage between 2020 and 2021. Over the three years of the campaign there has been an increase of 23% of tonnage.
- Tier 2 TS's saw a total decrease of 20% of tonnage received in the bulky bins between 2020 and 2021. Over the three years of the campaign there has been a decrease of 25% of tonnage.
- Unattended sites saw a total decrease of 4% of tonnage received between 2020 and 2021. Over the three years of the campaign there has been an increase of 4% of tonnage received.

Analysis of Trends

- Decrease of both tonnage and customers in fall of 2021 compared to fall 2020.
- Decrease in tonnage and customer counts in the yearly totals in 2021 compared to 2020.

- Increase in both tonnage and customers in the yearly totals in 2021 compared to 2019.

It is believed that the spike in tonnage and customers in 2020 was related to the COVID-19 pandemic.

Successes

Over the last three years, this campaign has developed into a well-used and appreciated program. By implementing waived tipping fees during the Spring/Fall Clean-Up, instances of illegal dumping have been reduced and there have been increased opportunities to educate customers on proper segregation and diversion of materials and promote new programs offered by the PRRD.

Overall this program of waiving tipping fees during Fall Clean-Up has been successful.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

Table 1: Fall Clean-Up Costs from 2019-2021

Operational Cost Items	FALL		
	2019	2020	2021
Haulage for Unattended Bins	\$ 36,466.00	\$ 40,187.00	\$ 36,575.00
Haulage for Bulky Bins at RTS	\$ 31,428.65	\$ 38,956.21	\$ 17,555.00
Additional Staff Costs at Attended Transfer Stations	\$ 4,680.00	\$ 38,891.14	\$ 35,852.58
Additional Equipment Costs at Landfills	\$ 3,480.00	\$ -	\$ -
Additional Staff at Landfills	\$ 10,708.79	\$ 7,995.62	\$ 7,995.62
Advertising Costs	\$ -	\$ 1,160.00	\$ 765.00
TOTAL	\$ 86,763.44	\$ 127,189.97	\$ 98,743.20

As shown above in Table 1, there was a decrease of over \$28,000 or 22% to the Fall Clean-Up in 2021 when compared to the 2020 costs.

Table 2: Yearly Clean-Up Costs from 2019-2021

Operational Cost Items	ALL YEARS		
	2019	2020	2021
Haulage for Unattend Bins	\$ 87,240.50	\$ 95,110.50	\$ 80,905.00
Haulage for Bulky Bins at RTS	\$ 65,483.53	\$ 75,624.50	\$ 52,310.00
Additional Staff Costs at Attended Transfer Stations	\$ 11,320.00	\$ 75,796.04	\$ 73,307.58
Additional Equipment Costs at Landfills	\$ 16,089.00	\$ 11,638.00	\$ -
Additional Staff at Landfills	\$ 10,708.79	\$ 16,380.24	\$ 15,990.62
Advertising Costs	\$ -	\$ 2,320.00	\$ 1,530.00
TOTAL	\$ 190,841.82	\$ 276,869.28	\$ 224,043.20

As shown in Table 2, 2021 Clean-Up costs decreased by over \$50,000 or 19% when compared to the 2020 costs.

The 2021 budget for both Spring and Fall Clean-Up campaigns was \$280,000, approximately \$55,000 under budget.

The loss in revenue for providing these Clean-Up campaigns are provided in Tables 3 and 4 below. It is important to note, that during the clean-up events, waived tipping fees reflect potential revenue only as the program encourages materials that would may not have been brought in otherwise.

Table 3: Waived Tipping Fees Comparisons for Fall of 2019-2021

Potential Lost Revenue	Fall 2019	Fall 2020	Fall 2021
Waiving of Tipping Fees	\$42,938.99	\$76,907.34	\$62,830.82

Table 4: Annual Waived Tipping Fees for 2019-2021

Potential Lost Revenue	2019	2020	2021
Waiving of Tipping Fees	\$132,436.73	\$240,894.21	\$205,310.09

COMMUNICATIONS CONSIDERATION(S):

The Fall Clean-Up 2021 was advertised via posters at PRRD Solid Waste Facilities, social media, website posts, and radio ads.

OTHER CONSIDERATION(S):

2022 Clean-Up Dates are as follows:

- Spring 2022 – June 6, 2022 to June 19, 2022
- Fall 2022 – October 3, 2022 to October 16, 2022

Attachments:

1. Appendix A – 2021 Fall Clean-up Data

Appendix A – 2021 Fall Clean-Up Data

Chart 1a: Customer Count Comparison – Fall

Customers - FALL				% of Eligible Customer Count Increase/Decrease	
Site	2019	2020	2021	2020-2019	2021-2020
Landfills					
Bessborough	268	486	420	81%	-14%
Chetwynd	164	315	281	92%	-11%
North Peace Regional	1,184	1,767	1,590	49%	-10%
Total	1,616	2,568	2,291	59%	-11%
Transfer Stations - Tier 1					
Dawson Creek	774	1,162	854	50%	-27%
Cecil Lake	73	97	105	33%	8%
Kelly Lake	32	57	106	78%	86%
Prespatou	103	97	90	-6%	-7%
Rose Prairie	75	122	96	63%	-21%
Tomslake	134	192	222	43%	16%
Wonowon	19	13	35	-32%	169%
Total	1,210	1,740	1,508	44%	-13%
Transfer Stations - Tier 2*					
Buick Creek	14	62	36	343%	-42%
Goodlow	4	41	9	925%	-78%
Moberly Lake	61	116	114	90%	-2%
Pink Mountain	5	11	9	120%	-18%
Rolla	66	212	169	221%	-20%
Upper Halfway	12	53	36	342%	-32%
Total	162	495	373	206%	-25%
Total Customer	2,988	4,803	4,172	61%	-13%

Chart 1b: Customer Count Comparison – Yearly Total

Customers - Yearly Totals				% of Eligible Customer Count Increase/Decrease		
Site	2019	2020	2021	2020-2019	2021-2020	2021-2019
Landfills						
Bessborough	672	1201	1171	79%	-2%	74%
Chetwynd	418	794	699	90%	-12%	67%
North Peace Regional	2918	4185	4071	43%	-3%	40%
Total	4,008	6,180	5,941	54%	-4%	48%
Transfer Stations - Tier 1						
Dawson Creek	1,953	2,490	2,243	27%	-10%	15%
Cecil Lake	172	239	229	39%	-4%	33%
Kelly Lake	89	113	207	27%	83%	133%
Prespatou	209	286	252	37%	-12%	21%
Rose Prairie	183	375	222	105%	-41%	21%
Tomslake	319	499	537	56%	8%	68%
Wonowon	39	35	51	-10%	46%	31%
Total	2,964	4,037	3,741	36%	-7%	26%
Transfer Stations - Tier 2*						
Buick Creek	43	118	114	174%	-3%	165%
Goodlow	12	90	51	650%	-43%	325%
Moberly Lake	120	232	287	93%	24%	139%
Pink Mountain	23	30	29	30%	-3%	26%
Rolla	141	465	420	230%	-10%	198%
Upper Halfway	30	125	66	317%	-47%	120%
Total	369	1,060	967	187%	-9%	162%
Total Customer	7,341	11,277	10,649	54%	-6%	45%

Chart 2a: Tonnage Comparison – Fall

Tonnage - FALL				% of Eligible Tonnage Increase/Decrease	
Site	2019	2020	2021	2020-2019	2021-2020
Landfills					
Bessborough	75.15	218.71	140.11	191%	-36%
Chetwynd	29.49	67.55	51.14	129%	-24%
North Peace Regional	187.34	337.77	309.30	80%	-8%
Total	291.98	624.03	500.55	114%	-20%
Transfer Stations - Tier 1					
Dawson Creek	76.93	120.48	78.04	57%	-35%
Cecil Lake	78.24	66.34	50.66	-15%	-24%
Kelly Lake	1.73	7.50	9.18	334%	22%
Prespatou	18.10	11.19	12.18	-38%	9%
Rose Prairie	28.21	106.74	49.47	278%	-54%
Tomslake	39.80	63.27	69.31	59%	10%
Wonowon	64.08	5.10	9.08	-92%	78%
Total	307.09	380.63	277.92	24%	-27%
Transfer Stations - Tier 2 (Compactor Waste)					
Buick Creek	2.87	1.51	1.72	-47%	14%
Goodlow	1.50	1.96	0.41	30%	-79%
Moberly Lake	16.98	8.76	8.62	-48%	-2%
Pink Mountain	1.37	0.40	1.13	-71%	181%
Rolla	2.49	13.26	8.30	432%	-37%
Upper Halfway	1.68	6.89	5.72	310%	-17%
Total	26.89	32.77	25.90	22%	-21%
Transfer Stations - Tier 2 (Bulky Bins)					
Buick Creek	6.27	10.56	3.56	68%	-66%
Goodlow	6.10	3.86	2.92	-37%	-24%
Moberly Lake	4.64	5.51	5.07	19%	-8%
Pink Mountain	2.24	1.47	0.60	-34%	-59%
Rolla	13.48	12.56	10.72	-7%	-15%
Upper Halfway	12.13	8.80	2.81	-27%	-68%
Total	44.86	42.76	25.68	-5%	-40%
Transfer Stations – Unattended – Bulky Bins					
East Pine	5.41	7.42	4.87	37%	-34%
Fellers Heights	11.47	11.84	10.87	3%	-8%
Groundbirch	10.26	12.64	7.61	23%	-40%
Hasler Flats	7.52	7.3	4.69	-3%	-36%
Lebell	11.78	15.78	5.65	34%	-64%
Lone Prairie	3.62	3.27	4.72	-10%	44%
Mile 62.5	4.32	2.18	9.31	-50%	327%
Milligran Creek/PJ	1.74	2.72	1.28	56%	-53%
Osborn	0.3	0.52	0.18	73%	-65%
Progress	15.5	17.11	21.03	10%	23%
Jackfish Community Hall	3.83	8.28	6.34	116%	-23%
Total	75.75	89.06	76.55	18%	-14%
Total Tonnage	746.57	1,169.25	906.60	57%	-22%

Chart 2b: Tonnage Comparison – Yearly Total

Tonnage - Yearly Totals				% of Eligible Tonnage Increase/Decrease		
Site	2019	2020	2021	2020-2019	2021-2020	2021-2019
Landfills						
Bessborough	252.51	565.37	542.06	124%	-4%	115%
Chetwynd	87.42	204.79	176.78	134%	-14%	102%
North Peace Regional	658.03	1387.34	922.23	111%	-34%	40%
Total	997.96	2157.50	1641.07	116%	-24%	64%
Transfer Stations - Tier 1						
Dawson Creek	226.97	291.57	212.96	28%	-27%	-6%
Cecil Lake	182.06	188.02	146.12	3%	-22%	-20%
Kelly Lake	12.25	45.32	58.66	270%	29%	379%
Prespatou	36.02	55.13	46.40	53%	-16%	29%
Rose Prairie	107.42	255.17	166.36	138%	-35%	55%
Tomslake	108.63	201.85	262.83	86%	30%	142%
Wonowon	68.32	8.03	17.75	-88%	121%	-74%
Total	741.67	1045.09	911.08	41%	-13%	23%
Transfer Stations - Tier 2 (Compactor Waste)						
Buick Creek	8.96	3.43	2.43	-62%	-29%	-73%
Goodlow	2.55	2.96	1.14	16%	-61%	-55%
Moberly Lake	25.64	17.46	18.32	-32%	5%	-29%
Pink Mountain	3.90	1.61	1.91	-59%	19%	-51%
Rolla	5.24	27.13	27.42	418%	1%	424%
Upper Halfway	9.83	14.84	11.05	51%	-26%	12%
Total	56.12	67.42	62.27	20%	-8%	11%
Transfer Stations - Tier 2 (Bulky Bins)						
Buick Creek	18.82	21.67	18.44	15%	-15%	-2%
Goodlow	13.05	9.05	6.44	-31%	-29%	-51%
Moberly Lake	12.25	11.64	15.91	-5%	37%	30%
Pink Mountain	6.67	2.72	6.31	-59%	132%	-5%
Rolla	43.36	38.30	32.05	-12%	-16%	-26%
Upper Halfway	18.63	21.60	5.25	16%	-76%	-72%
Total	112.78	104.98	84.40	-7%	-20%	-25%
Transferstations – Unattended – Bulky Bins						
East Pine	17.46	16.12	15.81	-8%	-2%	-9%
Fellers Heights	25.02	34.71	29.75	39%	-14%	19%
Groundbirch	51.19	39.58	28.52	-23%	-28%	-44%
Hasler Flats	16.03	17.74	13.38	11%	-25%	-17%
Lebell	28.79	28.67	25.25	0%	-12%	-12%
Lone Prairie	15.59	10.75	25.75	-31%	140%	65%
Mile 62.5	11.6	8.94	19.77	-23%	121%	70%
Milligran Creek/PJ	3.41	3.16	2.96	-7%	-6%	-13%
Osborn	1.74	3.82	3.52	120%	-8%	102%
Progress	34.37	51.74	42.34	51%	-18%	23%
Jackfish Community Hall	9.5	17.52	15.56	84%	-11%	64%
Total	214.7	232.75	222.61	8%	-4%	4%
Total Tonnage	2,123.23	3,607.74	2,921.43	70%	-19%	38%



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-068

From: Gerritt Lacey, Solid Waste Manager

Date: December 3, 2021

Subject: **2022 Solid Waste Carry Forward Projects**

RECOMMENDATION:

That the Solid Waste Committee receive the report titled “2022 Solid Waste Carry Forward Projects ENV-SWC-068”, which details outstanding projects from 2021 whose completion dates will extend to 2022, for information.

BACKGROUND/RATIONALE:

Staff wanted to take the opportunity to update the Solid Waste Committee (SWC) on the status of the operational and capital projects that will be carried forward in 2022. A brief summary of each project is provided below:

Capital Carry Forward Projects

2019 Chetwynd Landfill (CHLF) – Phase B Closure

The project was completed in 2020; no contract extensions are required. The carry forward dollars are reserved for the 2019 construction costs that have not been paid due to contractor default on the contract. These funds have been carried forward since 2019 and will be paid through our legal counsel.

2020 Bessborough Landfill (BBLF) – Phase 3B & Leachate Control Construction, Phase 1B Closure

The majority of the construction was completed in 2021. However, issues with supply chains caused some items to be delayed to 2022. As a result, the project is approximately 98% complete, with total completion anticipated in June of 2022.

2021 North Peace Regional Landfill (NPRLF) - Phase 1 Closure

The contractor will have the cover system design completed by the end of 2021. The carry forward dollars are budgeted to complete the tender package build in January of 2022 as scheduled. Additional monies will be required in 2022 for construction and Quality Assurance, and Quality Control; the additional monies will come through a 2022 supplemental for consideration.

2021 Bulky Pit Closure

The bulky pits located at the Cecil Lake, Kelly Lake, and Rose Prairie closed landfills were filled with clay and closed off in 2021. Due to budget limitations and the pricing received during the tendering process in 2021, the sites have yet to be top soiled and seeded. The contractor has held their prices for 2022 to complete the work; the additional monies needed for the project will be brought forward as a supplemental item. This contract does not need to be extended as the original term was for one year, beginning August 16, 2021.

2021 Chetwynd Scale Replacement

The Design Operating and Closure Plan (DOCP) was finalized this year (2021), and the remaining 7 years of service life has been extended by an additional 5 years. As of 2021, the Chetwynd landfill has 12 years of airspace remaining due to operational adjustments, and this has been included in the fill plan section of the DOCP. Staff is considering options for the Chetwynd Landfill and the feasibility of replacing the current scale. A report will be brought forward to a future SWC meeting to consider the next steps. The funds requisitioned in 2021 for the scale replacement will remain in the Solid Waste Capital Reserve and can be utilized in the future to offset the site's capital costs.

In 2021, the Solid Waste Department was able to finish all the operational projects within the year, which included:

1. The Regional Solid Waste Management Plan renewal;
2. Updated Design Operating and Closure Plans for all three active landfills;
3. Closed Landfill Closure Reports for 13 closed landfills;
4. Concrete crushing at North Peace Regional Landfill;
5. Construction of the composting pad at the Bessborough Landfill;
6. Gravel repairs at Dawson Creek Transfer Station;
7. Remediation work at 10 Closed Landfill sites;
8. Built After Hour Access pilot; and,
9. Relevelled the attendant shack decking at Prespatou Transfer Station.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

Table 1. Capital Carry Forward

Project	2021 Budget	2021 Spend	2022 Carry Forward
2019 CHLF – Phase B Closure	\$442,000	\$0	\$442,000
2020 BBLF – Phase 3B & Leachate Construction, Phase 1B Closure	\$1,591,000	\$1,360,010	\$230,990
2021 NPRLF – Phase 1 Closure	\$70,000	\$35,000	\$35,000
2021 Bulky Pit Closure	\$155,000	\$141,048	\$13,952

The value of work to be completed in 2022 for the BBLF – Phase 3B & Leachate Construction, Phase 1B Closure project is \$328,285. This leaves the projected 2022 Carry Forward funds in the table above \$97,295 short. In 2020, at the time of the construction award, the original estimated budget value for the project was \$2,836,722, however the project bid came in at \$2,961,628 (\$124,906 over budget). In 2020, the capital budget had an overall surplus of \$203,502, allowing the overall capital budget to absorb the addition cost of the project, with \$78,596 surplus remaining, and so the contract was awarded at a cost of \$2,961,628. Through the 2021 budgeting process, the original budgeted value of the contract (\$2,836,722) was used instead of the actual bid price of \$2,961,628. This is a difference of

\$124,906. The additional \$124,906 is still in the Capital Reserve and will be reallocated to the project for the 2022 budget. This will bring the total funds available for the project to \$355,896 for the project's completion.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

External Links

1. [Award 27-2020 Bessborough Landfill Leachate and Landfill Works, ENV-SWC-005](#)
2. [2021 Solid Waste Carry Forward Projects, ENV-SWC-029](#)



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-070

From: Gerritt Lacey, Solid Waste Manager

Date: December 3, 2021

Subject: 2022 Solid Waste Supplemental Requests

RECOMMENDATION #1:

That the Solid Waste Committee recommend that the Regional Board approve the supplementary request of \$2,910,000 payable from a combination of requisition and capital reserve, to be issued to Function 500 – Solid Waste, for the North Peace Regional Landfill Phase 1 Closure – Construction & Engineering QA/QC capital project.

RECOMMENDATION #2:

That the Solid Waste Committee recommend that the Regional Board approve the supplementary request of \$183,952 payable from a combination of requisition and capital reserve, to be issued to Function 500 – Solid Waste, for the Bulky Pit Closure capital project.

RECOMMENDATION #3:

That the Solid Waste Committee recommend that the Regional Board approve the supplementary request of \$140,000 payable from requisition, to be issued to Function 500 – Solid Waste, for the Security Cameras for Manned Transfer Station capital project.

RECOMMENDATION #4:

That the Solid Waste Committee recommend that the Regional Board approve the supplementary request of \$18,000 payable from requisition, to be issued to Function 500 – Solid Waste, for the Landfill Gas Probe Collection Network Installation (Bessborough, Chetwynd, and North Peace landfills) capital project.

RECOMMENDATION #5:

That the Solid Waste Committee recommend that the Regional Board approve the supplementary request of \$55,000 payable from requisition, to be issued to Function 500 – Solid Waste, for the Share Shed Purchase (Bessborough and Chetwynd landfill) capital project.

RECOMMENDATION #6:

That the Solid Waste Committee recommend that the Regional Board approve the supplementary request of \$160,500 payable from a combination of requisition and operational surplus, to be issued to Function 500 – Solid Waste, for the Bulky Pit Closure operational project.

BACKGROUND/RATIONALE:

This report is intended to provide the Solid Waste Committee (SWC) with an outline of the proposed one-time 2022 supplemental requests for solid waste projects. There are 5 capital and 2 operational projects identified and a brief summary of each project has been provided below:

1. North Peace Regional Landfill Phase 1 Closure (attachment #1)

In 2021 staff worked with a consulting engineer to prepare the design and tender documents for the construction of the cover system at the North Peace Regional Landfill (NPRLF). The design has been completed and the tender documents will be ready for issuing in March of 2022 as scheduled. Based on the design and construction estimate provided by the engineer, it is estimated that the construction of the closure system will be \$2,800,000. An additional \$110,000 will be allocated for the consulting engineer who will be performing contract administration, Quality Assurance, and Quality Control on behalf of the Peace River Regional District (PRRD).

The total cost for the 2022 portion of the closure is \$2,910,000 with the proposed funding contributions to include \$2,894,050 from requisition and \$15,950 from capital reserve (carry forward monies from 2021 work).

2. Bulky Pit Closure (attachment #2)

In 2021 staff worked on closure systems for three bulky pit trenches located at the Cecil Lake, Kelly Lake, and Rose Prairie closed landfills. The budget allocated to the project in 2021 was not enough to cover all the construction costs in the bid received. Staff was able to fill all three trenches with clay as per the associated designs, however the sites did not receive topsoil or seeding.

The cost to complete the cover system in 2022 is \$183,952, with the proposed funding contributions to include \$168,548 from requisition and \$13,952 from capital reserve (carry forward monies from 2021 work).

3. Security Cameras for Manned Transfer Stations (attachment #3)

In 2021 the Buick Creek Transfer Station was vandalized and broken into for the third time. The theft resulted in a loss of the \$120 in cash from the site, as well as approximately \$7,000 in damages due to vandal behaviours. All PRRD manned transfer stations have signage indicating they are under video surveillance, however no cameras are currently present on site. This proposed project is to supply three cameras (two outdoor and a single indoor) and all necessary hardware to 12 of 16 manned transfer stations. The only sites that will not receive a camera at this time are the two generator operated sites and the two municipal transfer stations (one currently had cameras installed by the municipality, the other is due to be upgraded to a Tier 1 site, at which time cameras will be included in the design).

The total cost of the project is \$140,000 with the proposed funding contribution to be from requisition.

4. Landfill Gas Probe Collection Network Installation (BBLF,CHLF,NPRLF) (attachment #4)

In 2021 the Design Operating and Closure Plans (DOCPs) for the all three active Peace River Regional District (PRRD) Landfills were updated. DOCPs are a provincial requirement under the landfills operating permit and must be prepared by a qualified professional (QP). A DOCP outlines how the landfill will be operated over the life of the landfill, and they are updated every five years. As part of the environmental

monitoring requirements of the new DOCPs, it is recommended that Landfill Gas (LFG) probes be installed around the sites. These probes will monitor for any unwanted migrating LFG away from the site through channels such as gravel. It is recommended that two probes be installed at the Bessborough Landfill (BBLF), a single probe Chetwynd Landfill (CHLF), and 6 Probes be installed at the North Peace Regional Landfill (NPRLF). Once installed, a quarterly monitoring program is required. If gases are not present in the quarterly samples then the monitoring program can be backed off to tri-annual or semi-annual based on a QP recommendation.

The total cost of the project is \$18,000 with the proposed funding contribution to be from requisition.

5. Share Shed Purchase (BBLF,CHLF) (attachment #5)

When the manned transfer stations were built in 2013/2014, share sheds were incorporated into the design and layout. As part of the new front entrance build in 2017 at the North Peace Regional Landfill (NPRLF), a share shed was also included. These share sheds are popular amongst residents and are heavily used at all PRRD sites. Currently the Bessborough and Chetwynd landfills, as well as the Dawson Creek Transfer Station, do not have a share shed on site. This project is to supply each site with a 12'x24' shed to be used as a share shed in 2022, which will complete the share shed network.

The total cost of the project is \$80,000 with the proposed funding contributions to be requisition.

6. Closed Landfill Remediation Work (attachment #6)

In 2020 the PRRD began working towards abandoning active permits for 13 closed landfill sites around the region. The work started with a Qualified Professional (QP) compiling closure reports for each of the closed landfills. These closure reports look at many factors of the landfill including current condition and remediation required to keep the site compliant with the BC Landfill Criteria. In 2021, 10 of the closed landfills were able to be remediated by PRRD field services staff and require no further action other than annual inspections. The remaining three sites require additional work beyond what internal staff can perform. For Cecil Lake and Rose Prairie a large amount of cleanup and burial of old waste is needed. The closure report for the Dawson Creek Closed Landfill recommends that an Impact and Risk Assessment be conducted to help determine the level of remediation required for the site. From there, a remediation plan will be built.

The total cost of the project is \$160,500 with the proposed funding contributions to include \$151,100 from requisition and \$9,400 from the 2021 operational surplus.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

In 2021 the Solid Waste department had \$3,005,556 allocated to capital projects.

- \$812,556 new projects and \$2,193,000 carry forward projects.

The Proposed Capital program as presented is a \$4,145,898 program for 2022.

- \$3,331,952 new projects and \$813,946 in carry forward projects.

A table illustrating the funding sources is provided below:

Table 1: Proposed 2022 New Capital Project Funding

Project	Requisition	Capital Reserve	Carry Forward	Total
NPRLF Phase 1 Closure	\$2,894,050	\$0	\$15,950	\$2,910,000
Bulky Pit Closure	\$170,000	\$0	\$13,952	\$183,952
Security Cameras for Manned Transfer Stations	\$140,000	\$0	\$0	\$140,000
Landfill Gas Probe Collection Network Expansion	\$18,000	\$0	\$0	\$18,000
Share Shed Purchase	\$80,000	\$0	\$0	\$55,000
TOTALS	\$3,302,050	\$0	\$29,902	\$3,331,952

Table 2: 2021 Capital funding vs Proposed 2022 Capital funding.

	Requisition	Capital Reserve	Carry Forward	Total
2021	\$644,267	\$168,289	\$2,193,000	\$3,005,556
2022	\$3,302,050	\$29,902	\$812,556	\$4,145,898

The anticipated Solid Waste Capital Reserve balance at the end of 2021 is \$2,750,000. At this time it is recommended that we continue with building the Capital Reserve and do not use it for funding 2022 new capital projects.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

Prespatou Scale

The decking of the Prespatou scale is beginning to deteriorate. Staff is waiting on quotes for the costs of rough lumber and metal plating to replace the current decking, as well as a quote for replacing the whole scale.

Staff will bring forward more information as well as a supplementary requests to the January 2022 Solid Waste Committee meeting for funding considerations.

Attachments:

1. 2022_500_Cap_NPRLF Phase 1 Closure – Construction & Engineering QAQC
2. 2022_500_Cap_Bulky Pit Closure
3. 2022_500_Cap_Security Cameras for Manned TS
4. 2022_500_Cap_LFG Probe Collection Network Installation (BBLF,CHLF,NPRLF)
5. 2022_500_Cap_Share Shed Purchase (BBLF,CHLF,DCTS)
6. 2022_500_Ops_Closed Landfill Remediation Work

2022 Budget - Capital Supplemental Item						
Title:	North Peace Regional Landfill Phase 1 Closure - Construction & Engineering QA/QC					Recycling & Solid Waste
Division:	Solid Waste					Regional Solid Waste Management - 500
Type:	Capital - New					High
Description						
<p>The North Peace Regional Landfill (NPRLF) has reached the maximum filling allowed in the Closure Area identified as Phase 1. In 2021 staff budgeted for a consulting engineer to work on the Design and build the Construction Tender package. This contract was awarded to GHD. The design will be finalized by the end of 2021, and the tender package will be ready for posting in March of 2022. The outstanding items for the project which need to be budgeted for in 2022 is the construction of the closure system, as well as, the Quality Assurance, Quality Control, and Contract Administration services that GHD will provide to the PRRD throughout the project.</p>						
Benefits						
<p>The closure system helps reduce the amount of surface water that can absorb into the landfill and become leachate. By generating less leachate, the likelihood of breakouts and the need for treatment is reduced. Additionally, by progressively closing portions of the landfill when final contours are met, you spread the cost of the closure over several years instead of a single large capital project.</p>						
Risks						
<p>By not undertaking the construction of the closure system, the Peace River Regional District (PRRD) would be out of compliance under the current Operating Certificate and the Design Operating and Closure Plan for the landfill.</p>						
Financial Information						
Capital						
Funding Sources	2022	2023	2024	2025	2026	5 Year Total
Requisition	2,894,050					2,894,050
Capital Reserve	15,950					15,950
						0
	2,910,000	0	0	0	0	2,910,000
Expenses	2022	2023	2024	2025	2026	5 Year Total
QA/QC Engineering Services (GHD)	110,000					110,000
Construction	2,800,000					2,800,000
						0
						0
						0
						0
						0
						0
	2,910,000	0	0	0	0	2,910,000
Administration						
Author: Gerritt Lacey				Date Prepared: November 23, 2021		
Approval Date						

2022 Budget - Capital Supplemental Item						
Title:	Bulky Pit Closure				Recycling & Solid Waste	
Division:	Solid Waste				Regional Solid Waste Management - 500	
Type:	Capital - New				Medium	
Description						
<p>In 2021 staff budgeted \$155,000 to have the Bulky Pits located at the Cecil Lake, Kelly Lake, and Rose Prairie Closed landfills (now manned Transfer Stations). The total cost for project came it \$310,340, the additional costs came from the construction portion needed on the sites. In 2021, staff was able to work with the construction contractor and all three bulky pits were filled with clay in 2021. The only outstanding items is for top soiling and seeding the sites. The contractor has held their rates under the contract for top soiling and seeding for 2022.</p>						
Benefits						
<p>By finishing the cover system for the bulky pits, the PRRD will be able to work towards abandonment of the landfilling permits for these closed sites. By closing the bulky pits off the operational need for dewatering the trenches annually will no longer be required.</p>						
Risks						
<p>By not applying the required topsoil, the cover system is not complete or compliant under the BC landfill criteria. The recommendation for the closure structure is also in the Closure report that was provided to the Province for approval prior to the closure.</p>						
Financial Information						
Capital						
Funding Sources	2022	2023	2024	2025	2026	5 Year Total
Requisition	170,000					170,000
Capital Reserve	13,952					13,952
						0
	183,952	0	0	0	0	183,952
Expenses	2022	2023	2024	2025	2026	5 Year Total
Engineering Services	13,952					13,952
Closure Activities	170,000					170,000
						0
						0
						0
						0
						0
						0
	183,952	0	0	0	0	183,952
Administration						
Author: Gerritt Lacey				Date Prepared: November 23, 2021		
Approval Date						

2022 Budget - Capital Supplemental Item						
Title:	Security Cameras for Manned Transfer Stations				Recycling & Solid Waste	
Division:	Solid Waste				Regional Solid Waste Management - 500	
Type:	Capital - New				Medium	
Description						
<p>Site security at manned transfer stations is important, with a recent string of break-ins at a local . Currently all Peace River Regional District (PRRD) manned transfer stations have signage that they are under video surveillance but no cameras are present on the sites. This project is to supply three cameras (two outdoor and a single indoor) and all needed hardware to 12 of 16 manned transfer stations in the region. The only sites that will not get a camera system at this time are the two generator operated sites and the two municipal Transtor stations (one currently had cameras installed by the municipality, the other is due to be upgraded to a Tier 1 site, at which time cameras will be included in the design).</p>						
Benefits						
<p>By having camera systems in place at manned transfer stations the PRRD will be able to look at footage if there are incidents on site which could help authorities, or help the PRRD understand trends of misuse.</p>						
Risks						
<p>If break-ins continue to occur the PRRD will be unable to determine the culprits and risk the behavior continuing on.</p>						
Financial Information						
Capital						
Funding Sources	2022	2023	2024	2025	2026	5 Year Total
Requisition	140,000					140,000
						0
						0
	140,000	0	0	0	0	140,000
Expenses	2022	2023	2024	2025	2026	5 Year Total
Supply and Install Camera system	140,000					140,000
						0
						0
						0
						0
						0
						0
						0
	140,000	0	0	0	0	140,000
Administration						
Author: Gerritt Lacey				Date Prepared: November 23, 2021		
Approval Date						

2022 Budget - Capital Supplemental Item						
Title:	Landfill Gas Probe Collection Network Installation (BBLF,CHLF,NPRLF)					Recycling & Solid Waste
Division:	Solid Waste					Regional Solid Waste Management - 500
Type:	Capital - New					High
Description						
<p>In 2021 the Design Operating and Closure Plans (DOCPs) for the all three active Peace River Regional District (PRRD) Landfills were updated. DOCPs are a provincial requirement under the landfills operating permit and must be provided by a qualified professional. A DOCP outlines how the landfill will be operated over the life of the landfill, and are updated every 5 years. As part of the environmental monitoring requirements of the new DOCPs, it is recommended that Landfill Gas (LFG) probes be installed around the sites. These probes will monitor if LFG is migrating away from the site through channels such as gravel. It is recommended that 2 probes be installed at the Bessborough Landfill (BBLF), a single probe be installed at the Chetwynd Landfill (CHLF), and 6 Probes be installed at the North Peace Regional Landfill (NPRLF).</p>						
Benefits						
<p>By installing the probes at each respective landfill, the PRRD will be able to collect quarterly samples. The data from the first years monitoring program will help guide how much monitoring will be required in the future years. If no LFG is present through the first year the monitoring program can be pulled back to bi annual or annual monitoring.</p>						
Risks						
<p>Because the DOCP recommends that the LFG probes be installed and monitored, by not installing them, the PRRD will be not be following the approved DOCP and therefore be non compliant under the Operating Permit for the site.</p>						
Financial Information						
Capital						
Funding Sources	2022	2023	2024	2025	2026	5 Year Total
Requisition	18,000					18,000
						0
						0
	18,000	0	0	0	0	18,000
Expenses	2022	2023	2024	2025	2026	5 Year Total
Supply and install 9 LFG Probes	18,000					18,000
						0
						0
						0
						0
						0
						0
						0
	18,000	0	0	0	0	18,000
Administration						
Author: Gerritt Lacey				Date Prepared: November 23, 2021		
Approval Date						

2022 Budget - Capital Supplemental Item						
Title:	Share Shed Purchase (BBLF,CHLF, DCTS)					Recycling & Solid Waste
Division:	Solid Waste					Regional Solid Waste Management - 500
Type:	Capital - New					Low
Description						
During construction of the new Tier 1 and Tier 2 manned transfer stations in 2014/2015 share sheds were incorporated into the design. In 2016 as part of the new front entrance upgrade a share shed was included at the North Peace Regional Landfill (NPRLF). These share sheds are heavily used at all PRRD sites and are popular amongst residents. Currently the Bessborough (BBLF) and Chetwynd (CHLF) landfills as well as the Dawson Creek Transfer Station do not have a share shed. This project is to have a 12'x24' shed brought to each site for use as a share shed. These three share sheds will complete our share shed network.						
Benefits						
By bringing these two sites into the share shed program, all PRRD transfer stations and landfills will have a share shed available to residents.						
Risks						
None at this time.						
Financial Information						
Capital						
Funding Sources	2022	2023	2024	2025	2026	5 Year Total
Requisition	80,000					80,000
						0
						0
	80,000	0	0	0	0	80,000
Expenses						
Expenses	2022	2023	2024	2025	2026	5 Year Total
3 Shed Purchases	60,000					60,000
Electrical hookup	20,000					20,000
						0
						0
						0
						0
						0
						0
	80,000	0	0	0	0	80,000
Administration						
Author: Gerritt Lacey				Date Prepared: November 23, 2021		
Approval Date						

2022 Budget - Operating Supplemental Item						
Title:	Closed Landfill Remediation Work					Recycling & Solid Waste
Division:	Solid Waste					Regional Solid Waste Management - 500
Type:	Operating Supplemental - One-time					Medium
Description						
<p>In 2020 the PRRD began working towards abandoning active permits in 13 closed landfill sites around the region. The work started with compiling closure reports for each of the closed landfills which outlines the condition and any remediation required prior to the PRRD being able to abandon the permit. 10 of the closed landfill were able to be remediated by PRRD field services staff in the summer of 2021. The remaining 3 sites require additional work beyond what internal staff can perform. For Cecil Lake and Rose Prairie a large amount of cleanup and burial of old waste is needed. The consulting engineer recommends that a impact and Risk assesment be conducted for the Dawson Creek closed landfill, this assesment will feed into a conceptual regrading plan and creek bank erosion protection plan for consideration as a future capital project.</p>						
Benefits						
<p>By completing the work at the Cecil Lake and Rose Prairie closed landfills, the PRRD will be back in compliance under the current active permit. By conducting the assesment of the Dawson Creek closed landfill site, the scope of the future capital works needed can be drastically refined. All the work planned for this project is part of the necessary steps towards allowing the PRRD to abandon the permits for these closed landfill sites.</p>						
Risks						
<p>For the Cecil Lake and Rose Prairie remediation works, by not completing the cleanup the PRRD will be out compliance with the current active permit. For the Dawson Creek closed landfill, if the assesment is not completed, the scope of the capital remediation project could be beyond what is needed for the site for it to align with BC's Landfill Criteria. This could lead to higher capital costs for remediation.</p>						
Financial Information						
Operating						
Funding Sources	2022	2023	2024	2025	2026	5 Year Total
Requisition	151,100					151,100
Operational Surplus	9,400					9,400
						0
	160,500	0	0	0	0	160,500
Expenses						
Cecil Lake & Rose Prairie Closed LF	65,000					65,000
DC Closed LF Impact Assesment	70,000					70,000
Taylor Closed Landfill Closure Report	15,500					15,500
Finalisation of Closure Reports	10,000					10,000
						0
						0
						0
						0
	160,500	0	0	0	0	160,500
Administration						
Author: Gerritt Lacey				Date Prepared: November 23, 2021		
Approval Date						



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 opportunities.
2.	Agricultural Plastics – Bale Wrap End August 5, 2021	Farkash (Noralta Farms) / Cleanfarms in discussions to determine if Farkash operation can be used as end market for Cleanfarms.
FOLLOW-UP REPORTS		
3.	<ul style="list-style-type: none"> ●MARR (Large Appliance Recycling) ●C&D strategy June 6, 2019 	<ul style="list-style-type: none"> ●Staff to report back on outcomes of MARR and program. ●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)
4.		
5.		
Last Update: November 5, 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
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