



# PEACE RIVER REGIONAL DISTRICT

## Solid Waste Committee Meeting Agenda

July 2, 2020, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

Conference call: 1-877-385-4099 Participant Id: 3069112#

Committee Chair: Director Rose

Vice-Chair: Director Goodings

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	<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. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	
5.1 Solid Waste Committee Meeting Draft Minutes of June 4, 2020	2
<b>6. Business Arising from the Minutes</b>	
<b>7. Delegations</b>	
<b>8. Correspondence</b>	
<b>9. Reports</b>	
9.1 Groundbirch Area Transfer Station Monitoring	7
9.2 RFP Award 24-2020 Chetwynd Landfill Scale Replacement	8
9.3 Solid Waste Agreements	10
<b>10. New Business</b>	
<b>11. Diary</b>	
<b>12. Item(s) for Information</b>	
12.1 Terms of Reference	15
<b>13. Adjournment</b>	

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

DATE: June 4, 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)*  
Director Bumstead, City of Dawson Creek  
Director Zabinsky, City of Fort St. John

Staff

Shawn Dahlen, Chief Administrative Officer  
Paulo Eichelberger, General Manager of Environmental Services  
Loryn Day, Solid Waste Coordinator  
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 11:05 am

**Directors Notice of New Business:**

Director Goodings Plant sale at Cecil Lake Transfer Station  
Director Bumstead Update - curbside recycling  
Director Rose Update - Vermicomposting project

**ADOPTION OF THE AGENDA:**

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
that the Solid Waste Committee agenda for the June 4, 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 April 30, 2020
5. **Business Arising from the Minutes**
6. **Delegation**
7. **Correspondence**
8. **Reports**
  - 8.1 June 4, 2020 - Contract Award RFQ 22-2020 – Decommissioning of Bulky Pits at PRRD Transfer Station Sites Phase 1
  - 8.2 June 4, 2020 – Contract Award RFQ 23-2020 – Recycling Sheds
  - 8.3 June 4, 2020 – Contract Award 27-2020 – Bessborough Landfill Leachate/Landfill Works
  - 8.4 June 4, 2020 - Contract Award RFP 12-2020 – NPRLF 2020 LFG Stage 2 Phase 2
  - 8.5 June 4, 2020 – North Peace Regional Landfill Bio-Sul Production Agreement
  - 8.6 June 4, 2020 – Chetwynd Landfill Phase B Closure Update
9. **New Business**
  - 9.1 Plant sale at Cecil Lake Transfer Station
  - 9.2 Update - curbside recycling
  - 9.3 Update - Vermicomposting project
10. **Items for Information**
  - 10.1 Solid Waste Committee Terms of Reference
11. **Adjournment**

CARRIED.

**MINUTES:**

4.1 SWC Mtg Min. of Apr 30, 2020      MOVED by Director Zabinsky, SECONDED by Director Bumstead,  
That the Solid Waste Committee Meeting Minutes of April 30, 2020 be adopted.

CARRIED.

**Business Arising from the Minutes:**

Item 9.1 re: Spring cleanup      This year, with the COVID-19 pandemic, it appears more major renovations are taking place by the amount of demolition waste. Did the Committee envision demolition/commercial waste being part of free dumping? Staff noted that tonnages received during spring clean up are tracked and will be reported to the Committee. It was felt there is a need to make a distinction between community clean up and commercial/construction waste.

Staff clarified that the Spring Clean-up Campaign and Community clean up events are separate. Spring Clean-up events take place during the two week period while community clean-up programs can take place any time of the year. Organizations designate a point of contact to fill out the Disposal Fee Waiver Request Form (Board approved Policy 0340-60-13) and submit for approval prior to their community cleanup event.

**REPORTS:**

8.1 re: Contract Award – Bulky Pits      Currently, three of seven Tier 1 Transfer Sites utilized “bulky pits” for handling bulky waste items. These sites are Cecil Lake, Kelly Lake and Rose Prairie. In the fall of 2018, representatives from the Ministry of Environment and Climate Change Strategy visited the sites and inquired on the operation of the pits. The PRRD was advised that in order to continue using these pits a more prominent separation between where the water gathers and where the waste is deposited would need to be established. Additionally, the bulky pits were not specifically noted in the site permits, as a result the permits would have to be amended in order to continue using the pits.

In 2019 it was determined that the pits would be decommissioned and capped. As an alternative tipping rails and 40 yard bins will be utilized to manage the bulky waste. The project has been split into 2 phases – Phase 1 2020 construction of ramps and tipping rails; Phase 2 2021 decommissioning/closing of bulky pits.

Staff issued a Request for Quotation for the works and received six bids. Through evaluation, Chapman Industries was the recommended proponent for the project. The Company is based in Vernon, and plans on using local subcontractors for this project.

MOVED by Director Zabinsky, SECONDED by Director Bumstead,  
That the Solid Waste Committee recommends that the Regional Board award RFQ 22-2020, “Decommissioning of Bulky Pits at PRRD Transfer Station Sites Phase 1”, for construction of ramps and lock block retaining wall for installation of 40 Yard bulky material bins and completion of associated site works to Chapman Industries Ltd. at a cost of \$335,797.06 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

MOVED by Director Goodings, SECONDED by Director Bumstead,  
That the following item be diarized:  
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.

CARRIED.

**REPORTS: (continued)**

8.2 re: Contract Award – Recycling Sheds In 2019, Recycle BC (RBC) advised the Regional District of operational changes to its program. The major change was moving from a collection system that previously utilized a combined roll off bins and mega bags to a strictly mega bag system. At this time it was proposed to invest in 14'x32' storage sheds at the transfer station sites, having nine buildings for the designated depot sites, leaving the three satellite depot sites as is to reduce budgeted infrastructure costs. The sheds will provide a singular collection point for all 7 streams of recyclables collected, as well as, provide a weather-proof storage location of up to 18 full mega bags.

A Request for Quotation (RFQ) was issued to secure the best pricing for nine 14'x32' sheds to be used to house the 7 streams of recyclables collected at Tier 1 and Tier 2 transfer stations. Nine bids were received. Through the evaluation process, Northern Portables was the preferred proponent.

MOVED by Director Goodings, SECONDED by Director Zabinsky,  
That the Solid Waste Committee recommends that the Regional Board award RFQ 23-2020, "Recycling Sheds", for the supply of 9 – 14'x32'x9 sheds to rural transfer stations to Northern Portables at a cost of \$115,200.00 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

8.3 re: Contract Award – BBLF Leachate and LF works

As Phase 1 of the Bessborough landfill started to approach its design capacity, plans for the construction of Phase 3 began. Phase 3 will provide storage for 199,500m<sup>3</sup> of material and is estimated to provide 5.88 years of landfilling. In 2018 staff placed a tender for the construction of phase 3 however, due to the pricing received, it was determined that the project would be split into two parts.

1. Phase 3A Construction & Phase 1A Cover & Phase 2 Cover
2. Phase 3B Construction & Phase 1B Cover

Phase 3A construction and Phase 1A & 2 closure was tendered and constructed in 2019, leaving Phase 3B Construction & Phase 1B Cover to be completed in 2020.

Additionally in 2018, a Leachate Management Plan was developed for the landfill. The plan provided methods for collection, treatment, and disposal for leachate generated on the site. The leachate management system was slated for construction in 2020. With the initial timelines this would have given the site a year between capital projects. However, due to the construction of Phase 3 being both delayed and split, the construction season for 2020 would have potentially seen 2 capital projects at the site.

With concerns of the short construction season, it was decided to combine Phase 3B construction with the leachate management works rather than delaying leachate works to 2021. By combining the projects in the same year under the same contract a reduction in constructions was anticipated. As the consulting engineer for the design and QA/QC was the same for both projects. Staff issued a tender to secure the best pricing, resulting in six bids being received. Through the evaluation process, OCL Industries was the preferred proponent.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
That the following resolution be forwarded to the Regional Board for consideration, coupled with an explanation as to why the lowest bid was not accepted during the tendering process:  
That the Solid Waste Committee recommends that the Regional Board award RFP 27-2020, "Bessborough Landfill: Leachate Pond, Phase 1B Closure and Phase 3B Expansion" for construction of a leachate pond and associated works; Phase 1A closure including final cover, passive gas vents, and perimeter ditches; Phase 3B expansion including leachate collection system, berms; extensions of existing roads and associated ditches and culverts, to OCL Industrial Services Ltd. at a price of \$2,961,628.05 excluding taxes; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

**REPORTS:**

**8.4 re: Contract  
Award – Landfill  
Gas Expansion**

The North Peace Regional Landfill contains a Landfill Gas Collection and Control System (GCCS) which mitigates the impacts of landfill gas generated from breakdown of the garbage mass in the landfill by incineration/reuse of methane. Under the Landfill Gas Regulation, a site needs to maximize the amount of methane captured as per its design plan via placement of piping into the waste at various stages of landfill development. Expansion of the field adds to the capacity of methane gas capture which will benefit the total volume available for potential reuse/flaring. The site has 4 stages in which this construction takes place. A Request for Proposal to expand the next stage (Stage 2) of the landfill gas field was issued resulting in 4 bids being submitted. Through the evaluation process, Knappett Industries Ltd. was identified as the preferred proponent.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
That the Solid Waste Committee recommends that the Regional Board award RFP 12-2020, "North Peace Regional Landfill 2020 LFG Stage 2 Phase 2", to Knappett Industries Ltd., for construction of the landfill gas expansion Stage 2, for \$268,998.50, excluding GST; further, that the Chair and Chief Administrative Officer be authorized to sign the purchase agreement on behalf of the PRRD.

CARRIED.

**8.5 re: Bio-Sul  
Production  
Agreement**

Bio-Sul is a material created by blending finished compost with elemental Sulphur. It is used as a nutrient treatment in the agricultural industry, particularly in Saskatchewan.

On August 18, 2018 the composting division of Green for Life (GFL) began the Soil Amendment production of Bio-Sul on the composting pad at the North Peace Regional Landfill (NPRLF). At this time, GFL brings truckloads of compost to the NPRLF from other composting sites they operate in Alberta. The material is stockpiled and blended with elemental Sulphur. Once blended and screened, the material leaves the NPRLF and heads to markets in Saskatchewan.

A draft agreement was created in 2018 for the production of Bio-Sul at the NPRLF. The agreement outlined that GFL would use the composting pad for blending operations while the Regional District would receive a revenue of \$5/tonne for the finished material that leaves the site. To date, 30,892.5 metric tonnes of material has been moved through the site. This equates to a revenue of \$154,462.

The agreement was never finalized back in 2018. Therefore, the operation is working under the current landfill contract that expires July 31, 2020. Staff would like ratify the original 2018 agreement which will include an additional clause citing a term of one year extending from August 1, 2020 to July 31, 2021. During this term, staff will issue a Request for Proposal (RFP) for composting services to secure a composter for future operations. As part of the RFP, Bio-Sul Amendment will be included in the scope of work as per the current Composting Operations Manual for the site.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
That the Solid Waste Committee recommends that the Regional Board enter into an agreement with Green for Life Environmental (GFL) for production of Bio-Sul material at the North Peace Regional Landfill for a 1 year term, commencing August 1, 2020; further, that the Chair and Chief Administrative Officer be authorized to sign the purchase agreement on behalf of the PRRD.

CARRIED.

**8.6 re: Chetwynd  
Landfill Phase B  
update**

In 2019, the Chetwynd Landfill Phase B Closure project was awarded for \$1,428,773. While the project was underway, the prime construction contractor defaulted, prompting a claim on the performance bond for the contract by the Regional District. To complete the project, it was decided that two contracts would be established:

1. Contract #1 – Earthworks
  - a. All outstanding line items from the original contract (minus the liner install).
  - b. This contract was retendered.
2. Contract #2 – Liner Installation
  - a. Installation of the liner and landfill gas piping.
  - b. Sole-source to the subcontractor under the previous prime contractor.

**REPORTS:**  
(continued)

8.6 re: Chetwynd  
Landfill Phase B  
update

Discussions between the project engineer, Sperling Hansen (SHA), and previous liner subcontractor, Western Tank & Lining (WTL) confirmed that they would hold their original contract price for installation of the liner materials in 2020. Therefore, Contract #2 was kept separate as WTL had already provided the material which remains on site at the Chetwynd Landfill. SHA will perform quality assurance and supervision for both contracts in order to complete the project. The PRRD is responsible for the cost of the work up to the original contract price of \$1,428,773 and any overages will be paid out by Trisura to a maximum of the bond amount of \$714,387. It is expected that the project will be substantially completed by August 15, 2020, and with total completion by September 30, 2020.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
That the report providing an update on the status of the Chetwynd Landfill Phase B Closure retender process be received and forwarded to the Regional Board for information.

CARRIED.

**NEW BUSINESS:**

9.1 re: Cecil Lake  
Transfer Station

MOVED by Director Goodings, SECONDED by Director Zabinsky,  
That the May 15, 2020 letter received from the Nor' Pioneer Women's Institute regarding the plant sale at the Cecil Lake Transfer Station be received for discussion.

CARRIED.

A Plant Swap, organized by the Nor'Pioneer Women's Institute (WI) took place at the Cecil Lake Transfer Station resulting in a letter forwarded to the transfer station contractor Tervita Corporation advising that due to not following proper approval process, in light of the COVID-19 pandemic, the WI would not be allowed to continue with their public outreach. Public Health orders need to be followed to ensure the health and safety of the attendant and public are maintained. It was felt that the current approval process was lengthy and needs to be uncomplicated:

- Forward request to Area Director to hold an event on PRRD lands/sites;
- Area Director forwards request to Solid Waste Committee;
- Solid Waste Committee forwards recommendation to Regional Board;
- Regional Board approves or denies.

MOVED by Director Goodings, SECONDED by Director Bumstead,  
That the Solid Waste Committee recommends to the Regional Board that a letter be forwarded to Tervita Corporation, with a copy to the Nor' Pioneer Women's Institute, clearly explaining:

- a. why a public outreach event could not be held at the Cecil Lake Transfer Station in May, 2020; and further,
- b. how to refer any requests to conduct a public outreach event at a PRRD site to the Regional District for consideration.

CARRIED.

9.2 re: curbside  
recycling

The City of Dawson Creek will be undertaking an audit of its curbside recycling over the next three weeks in the hopes of reducing contamination levels being experienced.

9.3 re:  
vermicomposting

Vermicomposting pilot project underway at the North Peace Regional Landfill. Staff undertook public outreach to obtain material – food, mixed paper, and bio-solids from the Charlie Lake sewer. Project is being monitored. It is anticipated that a similar project will take place at the Bessborough Landfill in the spring of 2021.

Committee Report

MOVED by Director Goodings, SECONDED by Director Zabinsky,  
That the recommendations from the Solid Waste Committee meeting of June 4, 2020 be recommended to the Regional Board for approval.

CARRIED.

The Chair adjourned the meeting at 12:30 p.m.

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Director Rose,  
Chair – Solid Waste Committee

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Suzanne Garrett,  
Corporate Services Coordinator



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-001

From: Paulo Eichelberger, General Manager of Environmental Services

Date: July 2, 2020

Subject: Groundbirch Area Transfer Station Monitoring

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## RECOMMENDATION #1:

That the Solid Waste Committee recommend that the Regional Board proceed with the application to purchase PID 012-260-509 (8225 271 Road, Groundbirch, British Columbia) from the Province of British Columbia to site a manned transfer station for the Groundbirch area.

## BACKGROUND/RATIONALE:

As per the following resolution,

Monitoring of Proposed Site of Groundbirch Area Transfer Station

RD/18/08/13  
(23)

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 Solid Waste Committee.

PRRD Staff have been monitoring the proposed property, located on 271 Road, as it had been in forfeiture. As of March 2020, the property is now cleared to accept application for purchase or tenure.

## ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

☒ Responsive Service Delivery

## FINANCIAL CONSIDERATION(S):

An appraisal of the property was completed in March of 2018. At this time the value of the property was assessed at \$24,000 to purchase.

There is some debris on the site that includes intact and burnt vehicles, remnants of a mobile home structure, and an old shed that would need be cleared from the property. To clear this debris would cost approximately \$39,000.

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A

Staff Initials: *PE*

Dept. Head: *Gerritt Lacey/Paulo Eichelberger*

CAO: *Shawn Dahlen*

Page 1 of 1



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-003

From: Paulo Eichelberger, GM of Environmental Services

Date: July 2, 2020

**Subject: RFP Award 24-2020 Chetwynd Landfill Scale Replacement****RECOMMENDATION:**

That the Solid Waste Committee recommend that the Regional Board award RFP 24-2020 "Chetwynd Landfill Scale Replacement" to Sperling Hansen Associates, for design and tender support at a cost of \$50,267.50, and \$5,315.50 per week for construction contract administration and quality control during construction of the project.

**BACKGROUND/RATIONALE:**

In 2016, the North Peace Regional Landfill (NPRLF) underwent a capital project for a new entrance, this included a tipping area, new scale house, and 2 new 80' scales. Once the new entrance was in operation, the old entrance was abandoned, the old scale house was used as a staff bathroom and lunchroom while the old 80' scale sat unused.

In 2018, staff recognized an opportunity to relocate the used 80' scale from the NPRLF to the Chetwynd Landfill (CHLF) to replace the 40' scale currently used at the site. The current 40' scale located at the CHLF has begun to show signs of the foundation failing.

In 2019, the 80' scale was moved from the NPRLF and stored on site at the CHLF. Staff obtained a quote on a foundation design for the installation of the scale. At the time, the quote came in at \$80,000, a large portion of this was due to the need for geotechnical investigation.

In 2020, Staff put out a Request for Proposal (RFP) for the scale replacement at the CHLF, this includes design, tender support, and contract administration and quality control services. One bid was received and the results are below:

		Sperling Hansen Associates
<b>Mandatory Requirements</b>		
Submission Form (Appendix B)		✓
Pricing (Appendix C)		✓
Experience (3 examples past 5 yrs)		✓
Qualifications (team roles / resumes)		✓
Work Plan (detailed methodology)		✓
Schedule (proposed dates as requested)		✓
References (3 provided)		✓
<b>Scoring Matrix Results</b>		
Total Score		92.00
<b>Pricing</b>		
Design Pricing		\$ 46,711.50
Tender Support		\$ 3,556.00
Construction Contract Administration and QC (\$ per week of Construction)		\$ 5,315.50

The bid received meets all mandatory requirements. As such, staff recommends that Sperling Hansen Associates be awarded the Chetwynd Landfill Scale project.

### ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

### STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

### FINANCIAL CONSIDERATION(S):

Through the 2020 budget process \$250,000 was budgeted for the project. This was based off an estimated \$80,000 for design, and tendering and \$170,000 for construction.

The recommended proponents bid came in \$29,732.50 under the estimates cost, this leaves \$199,732.50 for construction and quality control if construction moves forward this year.

A table summarizing the status and costs of the 2020 Capital projects (excluding carry forward projects) is provided below:

2020 Project	Budgeted	Actual Bid Price	Budgeted vs Actual	Status
Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	Approved
BBLF 3B Construction, 1B Closure	\$2,836,722	\$2,961,628.05	-\$124,906.05	Approved
NPRLF LFG Phase 2 Stage 2 Construction	\$220,000	\$268,998.50	-\$48,998.50	Approved
Bulky Pit Ramps	\$470,000	\$335,797.06	\$134,202.94	Approved
Recycling Sheds	\$184,500	\$115,200	\$69,300	Approved
CHLF Scale Design, Tender, QA/QC	\$250,000	\$50,267.50	\$199,732.50	SWC for Approval July 2, 2020
<b>Total</b>	<b>\$4,191,222</b>	<b>\$3,963,891.11</b>	<b>\$227,330.89</b>	

If the final capital project is approved, the total balance for the capital works in 2020 remains \$227,330.89 under the capital budget general ledger line.

### 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: July 2, 2020

**Subject: Solid Waste Agreements**

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## **RECOMMENDATION:**

That the Solid Waste Committee receive this report titled "Solid Waste Agreements" for information.

## **BACKGROUND/RATIONALE:**

The intention of this report is to update the Solid Waste Committee (SWC) on the types of agreements the Solid Waste Department (SWD) manages with its member communities within the region, and the current status of each. Currently, there are nine agreements which fall into one of the three categories listed below:

1. First Nations Communities
2. Municipal Waste Haulage
3. Municipal Solid Waste Management Service

### **First Nations Communities Agreements**

The SWD has an agreement with each of the five First Nations Communities (FNC) located in the PRRD, which include:

- |                               |                                 |
|-------------------------------|---------------------------------|
| - West Moberly First Nations  | - Blueberry River First Nations |
| - Sauteau First Nations       | - Doig River First Nations      |
| - Halfway River First Nations |                                 |

These agreements share the same framework and outline in that the PRRD will make available waste reduction, and education services, as well as, track waste tonnages coming from the respective FNCs. In return, the FNC agree to coordinate with the PRRD on waste reduction and education services, as well as pay the PRRD an annual fee in lieu of taxes, and any applicable tipping fees at transfer stations or landfills. The current rate for the annual fee is \$50/household within each respective community.

For the FNC that offer a curbside collection program within their communities, the waste collected is taken to the nearest Transfer Station site where the applicable tipping fees are applied to that material and charged to the FNC account. Residents of FNC who wish to self-haul their own waste pay the applicable tipping fees at the time of bringing in waste. Below is a quick summary of where each FNC takes their waste:

### **West Moberly First Nations**

The West Moberly First Nations take household waste to the Moberly Transfer Station; bulky, metal, wood, and appliances are taken to the Chetwynd Landfill.

Saulteau First Nations

The Saulteau First Nations take household waste to the Moberly Transfer Station; bulky, metal, wood, and appliances are taken to the Chetwynd Landfill.

Halfway First Nations

The Halfway River First Nations take household waste to the Upper Halfway Transfer Station; bulky, metal, wood, and appliances are taken to the Wonowon Transfer Station.

Blueberry River First Nations

Blueberry FN have been working with a consultant to develop a Solid Waste system for their community. Currently, they have a small garbage collection truck to drop off waste at the NPRLF<sup>1</sup>, as the truck cannot be accommodated at any Tier 1 or 2 transfer station. Bulky waste, appliances, and recycling are hauled to either the Buick Creek or the Rose Prairie transfer station, depending on the waste.

Doig River First Nations

The Doig River First Nations do not have a Tier 1 or 2 transfer station located near them, only an unmanned site. They own a set of PL6 bins that are serviced as part of the PRRD North Peace Hauling Contract. Since this is an unmanned site, no tipping fees are collected.

The agreements used to be renewed annually, however at the request of the FNC, the term was extended to two years in 2018.

Below is a table illustrating the recent history of renewals:

	2009- 2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2020
<b>West Moberly First Nations</b>	Yes		Yes			Yes
<b>Saulteau First Nations</b>	Yes	Yes	Yes		Yes	
<b>Halfway River First Nations</b>	(2011)	Yes	Yes	Yes		Yes
<b>Blueberry River First Nations</b>	Yes					Yes
<b>Doig River First Nations</b>	Yes	Yes		Yes		

Although there are periods where a FNC did not return a signed copy, fees have always been paid and collected.

Currently all five agreements are expired as of March 31, 2020. Staff is working through an opportunity to combine service agreements from Solid Waste, Emergency Services, and GIS departments for each of the FNCs into a single document. This document will reflect updated rates and household counts for each of the respective FNCs.

<sup>1</sup> North Peace Regional Landfill

**Municipal Waste Haulage Agreements**

The SWD has agreements with three member municipalities to provide a subsidy for waste hauling. These municipalities are:

- City of Dawson Creek
- District of Taylor
- Village of Pouce Coupe

These agreements were created when the PRRD closed nearby landfills which served these members in order to create an integrated solid waste management system. As the distance to the nearest landfill increased a subsidy was provided by the PRRD to the municipality through these agreements.

**Dawson Creek**

The City of Dawson Creek (CDC) had a landfill located 4km east of the City's center. The ownership of the landfill was transferred from the municipality to the regional district in 1998 and the site was closed in 2003. Waste from the CDC had to be transferred to the Bessborough Landfill approximately 18.5km northwest of the City's center.

The first haulage agreement began on April 1, 2003, the agreement provided a schedule for reimbursement based on monthly rates for property types as well as monthly rates for special containers in the municipality (based on the municipal hauler).

The agreement was to be reviewed and renewed annually, to date the 2003 agreement is the only one on record.

**Pouce Coupe**

The Village of Pouce Coupe utilized the Dawson Creek Landfill which was approximately 6.5km north of the Village. When it was closed in 2003, waste was hauled to the Bessborough landfill approximately 29km northwest of the Village.

The Village had a standing agreement with the PRRD that began in 1996 for waste haulage services. It was based on reimbursement for haulage costs for the Village annually. This agreement was originally for a single year with the option to renew for a mutually agreed upon amount of time. There are no records of an official extension, however the service remained. In 2003, with the change to the destination for the waste haulage, the agreement was updated to reflect the added travel based on a rate per km, this rate has not changed since 2005.

The agreement updated in 2003 has not been reviewed or officially renewed, and a signed copy does not exist in our records.

**District of Taylor**

The District of Taylor had a landfill located 3.5km east of the District's center. The landfill was transferred from the municipality to the regional district in 1998 and closed in 1998. Waste from the District had to be transferred to the North Peace Regional Landfill approximately 21.5km northwest of the District's center.

There is no record of an agreement for a haulage subsidy, however similar to both the City of Dawson Creek and Village of Pouce Coupe the District has received an annual haulage subsidy.

In November of 2017, PRRD staff reached out to all three member municipalities to discuss the possible cessation of the haulage subsidy for the upcoming year. At the time, Pouce Coupe was in favor of the cessation of the agreement, while both Dawson Creek and Taylor expressed concerns with the cessation. Both the City of Dawson Creek and the District of Taylor felt the original intention of the contract was to be perpetual, with the District of Taylor requesting a contract be ratified accordingly.

### **Municipal Solid Waste Management Service Agreement**

The SWD has an agreement with the District of Tumbler Ridge (DTR) for staffing and maintenance services of the Tumbler Ridge Transfer Station.

In 1998 a portion of land (4.82ha) was purchased by the PRRD for \$1.00 which the current transfer station sits on. In 2009 the majority of the land (4.232ha) was sold back to the District of Tumbler Ridge for \$1.00 which excluded a small portion of land (0.588ha) that the attendant building and Transtor bins sit on.

Based on a Board resolution from January 8, 1998 an agreement for staffing services was entered into in April of 2003. The purpose of the agreement was to provide a subsidy that would allow the DTR to recover costs for manning and maintaining the site and included a 15% markup. The agreement contained a Schedule outlining the work specifications. This agreement had a term of five years, which expired in 2008. No renewal has been signed, but the services have continued.

Recently, staff have noticed discrepancies in the invoicing methodology. It is apparent that the original intent of the agreement has been lost and has changed over time. Staff have begun discussions with the District to update the agreement to allow for clear measurable deliverables for both parties moving forward.

Opportunities exist for all nine agreements to be updated. Staff has begun working through the process and continues to work together with the PRRDs member communities to achieve updated agreements by 2021.

### **ALTERNATIVE OPTIONS:**

1. That the Solid Waste Committee provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The tables below summarize the associated fees/charges for each of the agreements:

**First Nations Communities Agreements**

	Household Count	Rate/Household	Annual Fee
West Moberly First Nations	63	\$50.00	\$3,150.00
Saulteau First Nations	135		\$6,750.00
Halfway River First Nations	70		\$3,500.00
Blueberry River First Nations	68		\$3,400.00
Doig River First Nations	82		\$4,100.00
Total:			\$20,900.00

**Municipal Waste Haulage Agreements**

Municipality	2019 Subsidy
City of Dawson Creek	\$23,213.00
Village of Pouce Coupe	\$1,185.00
District of Taylor	\$12,480.00
<b>Total:</b>	<b>\$36,878.00</b>

**Municipal Solid Waste Management Service Agreement**

Municipality	2019 Cost
District of Tumbler Ridge	\$178,270.56

- Note: The fourth quarter invoice of 2019 was submitted late in January of 2020. It was also found that a charge of \$12,000.00 was mischarged to the PRRD making the actual 2019 cost for the Tumbler Ridge Transfer Station \$166,270.56.

**COMMUNICATIONS CONSIDERATION(S):**

N/A

**OTHER CONSIDERATION(S):**

N/A



## Solid Waste Committee TERMS OF REFERENCE

The Peace River Regional District (PRRD) developed a Regional Solid Waste Management Plan that was approved in 2009. The 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

### ROLE OF THE COMMITTEE

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.

### STRUCTURE OF THE SOLID WASTE COMMITTEE

**1. Members:** The SWC will consist of five (5) 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 from the District of Chetwynd, or alternate director
- Director from Electoral Area 'B', or alternate (Electoral Area 'C' Director)
- Director from Electoral Area 'E', or alternate (Electoral Area 'D' Director)
- PRRD Board Chair, as ex-officio member
- The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis
- In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings;
- Appropriate Regional District staff person – non-voting.

**2. Meetings:**

- The Committee shall meet on a monthly basis, on the first Thursday of every month;
- Meetings will be open to the public;
- Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- The PRRD Board Chair will be given a copy of all Committee meeting agendas.

**3. Procedures:**

- Quorum – at least one-half of the members of the Committee;
- 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.

Adopted by the Regional Board: May 26, 2016  
RD/16/05/20 (26)