



PEACE RIVER REGIONAL DISTRICT

Solid Waste Committee Meeting Agenda

September 3, 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

	Pages
1. Call to Order	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
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12. Item(s) for Information

12.1 Terms of Reference

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13. Adjournment

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

DATE: July 2, 2020
PLACE: Regional District Boardroom, Dawson Creek, BC

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

Staff

Paulo Eichelberger, General Manager of Environmental Services
Gerritt Lacey, Solid Waste Services Manager
Suzanne Garrett, Corporate Services Coordinator

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

Directors Notice of New Business:

Director Rose Committee Meeting schedule

ADOPTION OF THE AGENDA:

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

- 1. Call to Order**
- 2. Notice of New Business**
- 3. Adoption of the Agenda**
- 4. Gallery Comments or Questions**
- 5. Adoption of the Minutes**
 - 5.1 Solid Waste Committee Meeting Minutes of June 4, 2020
- 6. Business Arising from the Minutes**
- 7. Delegation**
- 8. Correspondence**
- 9. Reports**
 - 9.1 July 2, 2020 – Groundbirch Area Transfer Station Monitoring
 - 9.2 July 2, 2020 – Contract Award RFP 24-2020 – Chetwynd Landfill Scale Replacement
 - 9.3 July 2, 2020 – Solid Waste Agreements
- 10. New Business**
 - 10.1 Committee Meeting schedule
- 11. Diary**
- 12. Items for Information**
 - 12.1 Solid Waste Committee Terms of Reference
- 13. Adjournment**

CARRIED.

MINUTES:

5.1 SWC Mtg MOVED by Director Bumstead, SECONDED by Director Goodings,
Min. of June 4, That the Solid Waste Committee Meeting Minutes of June 4, 2020 be adopted.
2020

CARRIED.

REPORTS:

9.1 re: Following a recommendation received from the Solid Waste Committee, the Regional Board
Groundbirch area at its August 23, 2018 meeting resolved:
TS Monitoring *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.”

Staff have been monitoring the site as the property had been in forfeiture. As of March 2020, the property was cleared to accept application for purchase or tenure. A property appraisal, conducted in March 2018 by Aspen Grove Properties, assessed the property at \$24,000 to purchase. The site in question is not in the Agriculture Land Reserve.

It was observed that there is a need to remove a variety of debris from the site, approximate cost \$39,000. Purchase of the property would take place in the 2021 budget year.

If approved, it was felt that adjacent property owners be notified of the proposed acquisition.

MOVED by Director Bumstead, SECONDED by Director Ackerman,
That the Solid Waste Committee recommends to the Regional Board that the Regional Board notify nearby property owners of the proposed acquisition of 8225-271 Rd for the purpose of expanding and upgrading the existing transfer station and authorize an offer of \$5,000 for the purchase of 8225-271 Road (PID 012-260-509) from the Province of British Columbia subject to receipt of a Phase 2 environmental assessment satisfactory to the PRRD.

CARRIED.

9.2 re: Contract In 2016, the North Peace Regional Landfill (NPRLF) underwent a capital project for a new
Award – entrance. Once the new entrance was in operation, the old entrance was abandoned,
Chetwynd leaving the old 80’ scale on the side unused.
Landfill Scale
Replacement 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.

A Request for Proposal (RFP) was issued for the scale replacement, including design, tender support, contract administration and quality control services, resulting in 1 proposal being received. Through the evaluation process, Sperling Hansen Associates was the preferred proponent.

9.2 (continued) MOVED by Director Ackerman, SECONDED by Alternate Director Deck,
That the Solid Waste Committee recommends that the Regional Board award RFP 24-2020
“Chetwynd Landfill Scale Replacement” for design and tender support, to Sperling Hansen
Associates at a cost of \$50,267.50 (excluding GST); further, that the Chair and Chief
Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

9.3 re: Solid MOVED by Director , SECONDED by Director ,
Waste That the Solid Waste Committee receive the report titled “Solid Waste Agreements” for
Agreements discussion.

CARRIED.

To update the Committee on the types of agreements the Solid Waste department (SWD) manages with its member communities within the region, and the status of each. It was noted that 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 Agreements

The Regional District has agreements with the West Moberly First Nation, Sauleau First Nation, Halfway River First Nation, Blueberry First Nation and Doig River First Nation. Under these agreements the Regional District makes available waste reduction, education services, as well as, track waste tonnages coming from the respective First Nation communities (FNC). 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.

All five agreements have expired as of March 30, 2020. Staff are currently working to combine service agreements from solid waste, emergency services and GIS for each of the FNC’s into a single document and will reflect updated rates and household counts for each of the respective FNC’s.

Municipal Waste Haulage Agreements

The City of Dawson Creek, District of Taylor and the Village of Pouce Coupe receive a subsidy for waste hauling. These agreements were created when the Regional District closed nearby landfills that served these municipalities in order to form an integrated solid waste management system. As the distance to the nearest landfill increased, a subsidy was provided by the Regional District to the municipality through these agreements.

Reports:

9.3 (continued)

Municipal Solid Waste Management Service Agreement

Based on a Board resolution from 1998, an agreement for staffing services at the Tumbler Ridge Transfer Station was entered into in April 2003. This agreement, with the District of Tumbler Ridge, was to provide a subsidy that would allow the municipality to recover costs for operating and staffing the site, including a 15% markup.

Opportunities exist for all nine agreements to be updated. Staff have begun the process and will continue to work with member municipalities to achieve updated agreements by 2021.

NEW BUSINESS:

10.1 re:

Committee

meeting schedule

MOVED by Director Sperling, SECONDED by Director Bumstead,
That the Solid Waste Committee meeting of August 6, 2020 be cancelled.

CARRIED.

Committee

Report

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

CARRIED.

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

Director Rose,
Chair – Solid Waste Committee

Suzanne Garrett,
Corporate Services Coordinator



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-010

From: Paulo Eichelberger, GM of Environmental Services

Date: August 25, 2020

Subject: Solid Waste Management Plan Survey and Update

RECOMMENDATION:

That the Solid Waste Committee approve the updated Regional Solid Waste Management Plan timeline, and authorize two Special Solid Waste Committee Meetings, on October 1 and October 16, 2020, to review the updated strategies for the Plan; further, that an invitation be extended to all Board Members to attend the Special Meetings.

BACKGROUND/RATIONALE:

The Regional Solid Waste Management Plan (the “Plan”) has been undergoing review and amendment as part of the PRRD Strategic Plan. Through several meetings in 2020, the Public Technical Advisory Committee (PTAC)¹ and the Committee of the Whole has reviewed multiple strategies to be incorporated in the new Plan. During the summary review of these strategies and the draft Plan on August 13, 2020, concerns were expressed that Directors felt they had not been able to provide significant input to the plan to date. To that end, a survey previously issued to the Regional Board for input on 26 proposed strategies was extended until August 24, 2020 to allow Board Members the opportunity to review and provide comment.

The results of the survey are attached as Appendix 1. In general, Board Members were in favour of the strategies presented. 67% of the votes supported the strategies as written, 15% of the votes supported the strategies but with changed priorities, while the remaining 16%² of the votes did not support some strategies.

Some Board Members comments that were noted during the last presentation are listed below:

1. The structure of the updated Plan with respect to the strategies was too prescriptive. There was a need to make the strategies more high level.
2. A higher-level outlook on strategies needs to allow consideration of specific options to execute each strategy.
3. The draft Plan was perceived as PTAC driven, with very little input from Board Members.
4. There was preference for combining strategies into smaller groups, based on key themes.

¹ PTAC is a required stakeholder group consisting of members at large, waste haulers, agricultural and industry members, First Nations, municipal staff, private/non-profit groups. The purpose of PTAC is to provide input, feedback on the Plan review, and to provide input and recommendations to the Peace River Regional District on proposed programs and policies that would make up the updated Regional Solid Waste Management Plan.

² There was 2% of the votes unregistered as the survey was left blank in some responses.

The Regional Board’s updated Plan needs to be robust and relevant for the next 10 years, with flexibility to adjust direction in Solid Waste initiatives as things change over that time. To give the Board Members adequate time to review and approve revised draft strategies, the following is proposed:

1. Strategies will still be based on those already presented to PTAC and CoW but will be revised and placed in high level groups based on common themes. Structure will follow these high-level strategies.
2. SWC to review the revised, newly consolidated strategies (based on survey comments) in two parts, to be conducted at two special SWC meetings in October 2020 (October 1st and October 16th).
3. SWC recommendations from these two meetings will be combined to revise the draft SW Plan for review in November 2020.
4. Pending approval of the revised plan, the draft consultation plan will also be reviewed.
5. Recommendations for both the revised plan and the draft consultation plan will be forwarded to the Regional Board for approval in November 2020.

The proposed process should ensure that the SWC and the Regional Board become comfortable with the revised Plan to allow the process to proceed.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Responsive Service Delivery
- Review and Amend Solid Waste Management Plan

FINANCIAL CONSIDERATION(S):

The RSWMP guides how taxpayer money is spent to achieve a reduction in waste disposal, operate the PRRD solid waste sites as per MOECCS regulations, and extend the life of the existing landfills. Costs to operate the Solid Waste Function are:

- \$11-\$14 million in operations; and
- \$3-\$6 million in capital.

COMMUNICATIONS CONSIDERATION(S):

Final review of the preferred options of the RSWMP will be reviewed by PTAC for any final input prior to public consultation. From there, the draft public consultation plan will be reviewed for approval. Once approved, consultation is expected to take place over the winter months into 2021.

OTHER CONSIDERATION(S):

The Ministry of Environment & Climate Change Strategy (MOECCS) requires key sections within a Solid Waste Management Plan, reflected in the 5R's to be considered for approval as shown below:



Once approved, MOECCS also requires annual reporting as to the status of the Plan. These annual reports will be reviewed by the SWC and Regional Board prior to submission to MOECCS.

Attachments:

1. Draft Report Survey Results

	#	Strategy	Support	Support with Change to priority	Do not support
Reduction and Resuse Strategies	1	Lobby for reduced single-use packaging	4	1	1
	2	Promote water reduction and reuse ideas to residents	3	1	2
	3	support repair events	3	1	2
	4	Adopt a green procurement policy	4	1	0
	% Summary			58%	17%
Recycling Strategies	5	Lobby to influence issues relating to EPR programs	3	3	0
	6	Educate residents on recyclables management and costs	5	1	0
	7	Research options for recycling agricultral plastics	5	0	1
	8	Support ICI sector to divert more recycables	4	1	1
	9	Improve collection of hazardous wastes and targeted EPR materials	1	2	3
	10	Recycling of construction and demolition waste	5	0	1
	% Summary			64%	19%
Organics Diversion Strategies	11	Establish organics processing capacity in the Region	5	0	1
	12	Support curbside collection of compostable organics in member municipalities	3	2	1
	% Summary			67%	17%
Energy Recovery Strategies	13	Assess suitability of technologies for energy recovery for organics in the Region	3	1	1
	14	Assess suitability of technologies for energy recovery for non-recyclable materials and residual waste	3	1	2
	% Summary			50%	17%
Residual Waste Management Strategies	15	Review efficiency of the solid waste facility network	5	1	0
	16	Improve accessibility to waste management services	3	2	1
	17	Close Chetwynd Landfill and establish a transfer station	4	1	1
	18	develop an illegal dumping strategy	4	0	2
	19	Continually review the risk to the North Peace Regional Landfill and close if deemed necessary	5	0	1
	20	Assess suitability of offering curbside collection in rural areas	2	2	2
	21	Develop an emergency debris management plan	4	0	2
	% Summary			64%	14%
Solid Waste Management Funding Strategies	22	Assess cost recovery through tipping fees and taxation	5	0	0
	23	Incentivize ICI waste diversion by increasing disposal fees	5	0	0
	24	Harmonize residential rates for disposal	4	2	0
	25	Incentivize residential waste diversion by increasing disposal fees on unsorted waste	6	0	0
	26	Set limits on acceptable recycling costs when other management methods are considered	6	0	0
	% Summary			87%	7%
Total %			67%	15%	16%



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-011

From: Paulo Eichelberger, GM of Environmental Services

Date: August 25, 2020

Subject: 2020 Solid Waste Project Update

RECOMMENDATION:

That the Solid Waste Committee receive the report titled “2020 Solid Waste Project Update ENV-SWC-011” for information.

BACKGROUND/RATIONALE:

This report provides the Solid Waste Committee (SWC) with an update on the status of solid waste projects underway since the last SWC Meeting held on July 2, 2020.

Capital Projects:

1. 2019 Bessborough Landfill Phase 1A/2 Closure, Phase 3A Construction
 - a. Brocor Construction began work again in May. Total completion was achieved by July.
 - b. The project is 100% complete.
2. 2019 Chetwynd Landfill Phase B Closure
 - a. Work began on site in June. The project was completed by Mass Construction and Western Tank and Lining. Total performance was achieved by the end of August.
 - b. The project is 100% complete.
3. 2019 Lebell Land Purchase
 - a. The purchase sales agreement has been completed, as well as the subdivision application. The purchase price of the subdivided land is \$60,000. Staff are ready to fully execute the purchase agreement and place the land on title. The expected completion date is September 15, 2020.
4. 2019 Lone Prairie Lease
 - a. The lease agreement has been put on hold until the Regional Solid Waste Management Plan (RSWMP) has been renewed.

5. 2020 Landfill/Transfer Station Software Update (CW6)
 - a. The project was kicked off in June. Paradigm has begun programming and pulling data from the current system into the new CompuWeigh 6 program. Staff training is scheduled for early September 2020.
 - b. The project was scheduled for 16 weeks. At this time the anticipated completion date is September 30th.
 - c. The project is 40% complete.

6. 2020 Bessborough Landfill Phase 1B Closure, Phase 3B Construction, Leachate impoundment
 - a. The project was kicked off in July. OCL Group has begun excavation of the leachate pond, hauling material to phase 1B closure, and stripping and excavating phase 3B pit.
 - b. The project was scheduled for 22 weeks. At this time the anticipated completion date is November 30th.
 - c. The project is 20% complete.

7. 2020 North Peace Regional Landfill, Landfill Gas Phase 2 Stage 2 Construction
 - a. The project is scheduled to begin August 26th. Knappett Industries will be completing the work in coordination with Epscan.
 - b. The project is scheduled for 6 weeks and the anticipated completion date is October 15th.
 - c. The project is 0% complete.

8. 2020 Bulky Pit Ramps
 - a. The project was kicked off in July. Chapman Industries has completed Cecil Lake site and are currently working on Rose Prairie.
 - b. The project was scheduled for 6 weeks. The anticipated completion date is October 15th; however, the project began 4 weeks earlier than intended by the contractor.
 - c. The project is 40% complete.

9. 2020 Recycling Sheds
 - a. The project was kicked off in August. Northern Portables has completed 5 buildings, which have been delivered to Rolla, Moberly Lake, Tomslake, Cecil Lake, and Rose Prairie.
 - b. The project is expected to take 9 weeks and the anticipated completion date is October 2nd.
 - c. The project is 56% complete.

10. 2020 Chetwynd Scale Design
 - a. The project was kicked off in August. Sperling Hansen Associates has begun an initial site layout, with considerations for future Transfer Station location with final contours of the Landfill, and has performed test pitting to confirm subsurface composition.
 - b. The project is expected to take 28 weeks for design.
 - c. The project is 15% complete.

Operational Projects:

1. Landfill Operations Contractor Transition
 - a. Whissell took over the landfill contract as of August 1st.
2. Regional Solid Waste Management Plan (RSWMP) Renewal
 - a. Preferred strategies under review by staff and the SWC. Refer to “SWMP Survey and Update Report” on Sept. 3, 2020 SWC Agenda.
3. Bessborough and Chetwynd Landfill Design, Operations and Control Plan (DOCP) Updates
 - a. TetraTech is consolidating information and working on a draft of each plan. The draft should be available by end of September, with the final submission ready for November 31st.
4. 2019 Annual Landfill Reports
 - a. Sperling Hansen Associates has compiled all the data and is working on creating a template for all future reports, the final copies of the 2019 reports will be ready by the first week of September.
5. Closed Landfill Closure Reports
 - a. GHD has completed the first set of site visits at all 13 sites with staff. The first draft report has been reviewed and will be the template for the remaining 12 reports. The draft reports will be ready by end of August with final reports ready by November.
6. Updating Solid Waste Agreements
 - a. Staff met with District of Tumbler Ridge staff to review current invoicing practices and discuss options for a path forward.
 - b. Staff is scheduling a meeting with City of Dawson Creek staff for early September to discuss the Waste Haulage Agreement.
7. Updating Landfill Gas (LFG) Assessments
 - a. GHD is working on the Supplemental LFG Assessment for Bessborough.
 - b. TetraTech is working on the Supplemental LFG Assessment for Chetwynd.
8. Composting
 - a. Vermicomposting pilot remains underway.
 - b. Staff is beginning to draft an RFP for Composting services, to be issued 2021.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee receive the report titled “2020 Solid Waste Project Update” for discussion.
2. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Responsive Service Delivery
 - Review and Amend Solid Waste Management Plan

FINANCIAL CONSIDERATION(S):

2020 Capital Project	Budgeted	Awarded	Budgeted vs Awarded	Contract Changes
Landfill/Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	\$0
BBLF 3B Construction, 1B Closure, Leachate Works	\$2,836,722	\$2,961,628.05	-\$124,906.05	\$34,604.50
NPRLF LFG Phase 2 Stage 2 Construction	\$220,000	\$268,998.50	-\$48,998.50	\$0
Bulky Pit Ramps	\$470,000	\$335,797.06	\$134,202.94	\$45,985.53
Recycling Sheds	\$184,500	\$115,200	\$69,300	\$0
CHLF Scale Design, Tender.	\$250,000	\$50,267.50	\$199,732.50	\$0
TOTALS:	\$4,191,222	\$3,963,891.11	\$227,330.89	\$80,590.03

The capital envelope has a surplus of \$227,330.89 for 2020 projects. With the current contract changes for the BBLF and bulky pits, the total surplus is reduced to \$146,740.86

For 2019 projects, staff is waiting on the final invoices to be reviewed and paid on the capital construction projects. \$2,159,000 was carried forward from the 2019 program, a breakdown is provided below:

2020 Capital Carry Forward Projects	Carry Forward Budget	Invoices	Paid vs
BBLF	\$614,000	\$616,350.44	-\$2,350.44
CHLF – Phase B Closure	\$1,479,000	\$0	\$1,479,000
Lebell Land Purchase	\$60,000	\$0	\$60,000
Lone Prairie Lease	\$6,000	\$0	\$6,000
TOTALS:	\$2,159,000	\$616,350.44	\$1,542,649.56

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None.



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-012

From: Paulo Eichelberger, General Manager of Environmental Services

Date: August 25, 2020

Subject: Spring Clean Up 2020 Review

RECOMMENDATION:

That the Solid Waste Committee receive the report “Spring Clean Up 2020 Review – ENV-SWC-012” for information.

BACKGROUND/RATIONALE:

The purpose of this report is to:

- a. compare customer and tonnage statistics for the pilot program; and
- b. summarize the successes and opportunities of Spring Clean Up 2020 compared the Spring Clean Up 2019 campaign.

Customer Counts Comparison

There was a 50% overall increase of customers at the manned Transfer Stations (TS) and the Landfills (LF) during the 2020 campaign, compared to the 2019 campaign, as shown in chart 1a of Appendix 1. A quick overview of the chart is provided below:

- a. Landfills saw a total increase of 51% in customers, the highest being Chetwynd (89%).
- b. Tier 1 TS saw a total increase of 34% in customers, with the highest being Rose Prairie (134%) and the lowest being Kelly Lake (10%).
- c. Tier 2 TS saw a total increase of 173% in customers.
 - i. The highest being Goodlow (513%) and lowest being Pink Mountain (6%).
 - ii. Rolla saw 253 customers in the two period, which was the highest of all the Tier 2 TS and second highest of all Tier 1 and 2 TS.
 - iii. The high increase of customers was a result of situating the bulky bins within the transfer station site, which is discussed below in “Successes.”

Tonnage Comparison

There was a 77% overall tonnage increase during the Spring Clean Up 2020 compared to 2019, as shown in chart 2a in Appendix 1. A quick overview of the chart is provided below:

- a. Landfills saw a total increase of 117% in tonnage, the highest being Chetwynd (137%).
- b. Tier 1 TS saw a total increase of 53% in tonnage, the highest being Kelly Lake (260%).
- c. Tier 2 TS saw a total increase of 14% in tonnage, the highest being Rolla (405) and Buick Creek saw the largest decrease (-68%).
 - i. This is quite different compared to the 2019 Spring Clean-Up where there was a decrease of waste brought into the site. This could be explained from increase hours, which is discussed below in “Successes.”

- d. Bulky Bins at Tier 2 sites saw 8% less in tonnage, overall (with the exception of Upper Halfway which had an increase (97%)).
- e. Bulky Bins at unmanned Transfer Stations received 3% more in tonnage.

Successes

1. One of the operational challenges experienced during the 2019 Spring/Fall Clean Ups was that Tier 2 Bulky Bins were located outside the Transfer Station site. The result was overfilled bins and disposal of material not accepted at PRRD Landfills. To address this challenge in the 2020 campaign, bins were placed within the Tier 2 compounds with tipping fees still waived. Performing this action reduced the amount of unaccepted material deposited in the bins but resulted in bin tonnages remaining similar to the 2019 campaign. Due to this success, it is recommended that this change be made a standard operating practice for future Spring/Fall Clean Up Campaigns.
2. For the 2020, Rural Transfer Stations operating hours were extended to be open 7 days a week (46 hours/week¹). The extended hours during the Clean Up weeks proved to be very successful, which was evident in an increase of customers to Tier 1 Transfer Stations (34%) and Tier 2 Transfer Stations (173%). The additional days and hours were utilized at all transfer stations except Pink Mountain and Prespatou². Due to this success, it is recommended that this change be made a standard operating practice for future Spring/Fall Clean Up Campaigns.

Opportunities

1. Historically, Spring Clean Up has operated the week before and the week after the May long weekend. After the 2019 Spring Clean Up, it was decided to push the Spring Clean Up back to the first two weeks of June 2020. As a result of this change, the PRRD received a number of customer complaints, despite the fact that the campaign was heavily advertised in advance. These complaints were likely driven from people who were home for an extended period of time due to the COVID-19 Pandemic³.
2. Leading up to the Spring Clean Up weeks staff received four inquiries regarding bring in demolition of a private resident or cleaning up acreages. In all of these inquiries they resident was hiring a third party contractor to haul the waste. This waste was eligible for the program as the residents were not the hauling the waste themselves. Staff will continue to monitor requests like this for the fall event.

Overall, the pilot program of waiving tipping fees during the Spring Clean Up 2020 was successful. Through the implementation of waived tipping fees during the Spring/Fall campaigns to date, instances of illegal dumping has reduced as customers have used the opportunity to dispose of materials at PRRD SW facilities for free. This provides increased opportunities to educate customers on proper segregation and diversion of waste material as well as location of their nearest available solid waste site. Additionally, based on customer comments, the campaign has been well received.

¹ They are regularly open for 4 days or 26 hours a week, except Moberly Lake which is open 5 days or 26 hours a week.

² Prespatou residents utilized the additional week days (Monday and Thursday) but not Sunday.

³ Since many people were sitting idle at home during the early weeks of the pandemic, they began cleaning their properties much earlier and arriving in larger numbers at solid waste sites not only in the PRRD but throughout the Province.

There remains an ongoing operational opportunity with the bulky bins at the unmanned TS. Waste that is not accepted or waste that should be separated and diverted are dropped off within those bins. However, many of the other operational opportunities were mitigated with the improvements made from 2019. There will be continual opportunities for education of accepted materials and proper disposal. The pilot encountered some challenges, but from those come opportunities to improve moving into future Spring and Fall Clean-Up.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

Spring Clean 2020 Financial Implications:

A summary of the actual Spring Clean Up 2020 costs is shown below:

Operational Cost Items	Spring 2020	Spring 2019
Haulage Costs for Unmanned Bins	\$54,923.50	\$50,808.10
Haulage Costs for Bulky Bins at Rural Transfer Stations	\$36,668.29	29,373.52
Additional Equipment Costs at Landfills	\$11,638.00	12,609.00
Sub-total	\$103,229.79	\$92,790.62
Additions to the Spring 2020 Clean Up		
Additional Staff Costs at Manned Transfer Stations	\$35,704.90	N/A
Additional Staff At Landfills (Sundays at Bessborough Landfill)	\$8,384.62	
Advertising Costs	\$1,160.00	
Sub-total	\$45,249.52	\$0.00
Total	\$ 148,115.55	\$92,790.62

As shown above, there was an increase in operating costs of \$55,324.93 to the Spring Campaign pilot in 2020.

The “Additions to the Spring 2020 Clean Up” details the changes made to the program including the extended hours of operation for the Bessborough Landfill and the Rural Transfer Stations to 7 days/week as well as expanding advertising of the Clean Up on the radio. The total cost for this improved level of service was \$45,249.52 and has been accounted for in the 2020 Spring/Fall Clean Up budget.

The budget for Spring/Fall Clean-Up in 2020 is \$266,000.00. Fall Clean Up costs have always been historically less than spring, which indicates the Clean Up budget is on track.

Potential Lost Revenue Cost Items	Spring 2020	Spring 2019
Waiving of Tipping Fees	\$163,986.87	\$89,497.74

It is important to note, that during the Clean Up events, the lost tipping fees reflect potential revenue only, as these clean up events encourage customers to use the site when they would previously find other avenues for disposal.

COMMUNICATIONS CONSIDERATION(S):

The Spring Clean Up 2020 was advertised via posters at PRRD Solid Waste Facilities, social media and website posts, and radio ads. The same method will be utilized for the fall 2020 program.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Appendix 1: Clean-Up Data Charts

Appendix 1: Clean-Up Data Charts

Chart 1a: Customer Count Comparison – Spring 2019 to Spring 2020

Site	Total Number of Customers		% of Eligible Customer Count
	Spring - 2019	Spring - 2020	
Landfills			
Bessborough	404	715	77%
Chetwynd	254	479	89%
North Peace Regional	1734	2418	39%
Total	2392	3612	51%
Transfer Stations - Tier 1			
Dawson Creek	1179	1328	13%
Cecil Lake	99	142	43%
Kelly Lake	57	103	81%
Prespatou	106	189	78%
Rose Prairie	108	253	134%
Tomslake	185	307	66%
Wonowon	20	22	10%
Total	1754	2344	34%
Transfer Stations - Tier 2*			
Buick Creek	29	56	93%
Goodlow	8	49	513%
Moberly Lake	59	116	97%
Pink Mountain	18	19	6%
Rolla	75	253	237%
Upper Halfway	18	72	300%
Total	207	565	173%
Total Customer	4353	6521	50%

Chart 1b: Customer Count Comparison – All Season 2019 and 2020

Total Number of Customers			
Site	2019		2020
	Spring	Fall	Spring
Landfills			
Bessborough	404	268	715
Chetwynd	254	164	479
North Peace Regional	1734	1184	2418
Total	2392	1616	3612
Transfer Stations - Tier 1			
Dawson Creek	1179	774	1328
Cecil Lake	99	73	142
Kelly Lake	57	32	56
Prespatou	106	103	189
Rose Prairie	108	75	253
Tomslake	185	134	307
Wonowon	20	19	22
Total	1754	1210	7573
Transfer Stations - Tier 2*			
Buick Creek	29	14	56
Goodlow	8	4	49
Moberly Lake	59	61	116
Pink Mountain	18	5	19
Rolla	75	66	253
Upper Halfway	18	12	72
Total	207	162	565
Total Customer	4353	2988	11750

Chart 2a: Tonnage Comparison – Spring 2019 to Spring 2020

Site	Total Tonnage		% of Tonnage Increase/Decrease
	Spring - 2019	Spring - 2020	
Landfills			
Bessborough	177.36	346.66	95%
Chetwynd	57.93	137.24	137%
North Peace Regional	470.69	1049.57	123%
Total	705.98	1533.47	117%
Transfer Stations - Tier 1			
Dawson Creek	150.04	171.09	14%
Cecil Lake	103.82	121.68	17%
Kelly Lake	10.52	37.82	260%
Prespatou	17.92	43.935	145%
Rose Prairie	79.21	148.43	87%
Tomslake	68.83	138.58	101%
Wonowon	4.24	2.93	-31%
Total	434.58	664.465	53%
Transfer Stations - Tier 2			
Buick Creek	6.09	1.92	-68%
Goodlow	1.05	1.00	-4%
Moberly Lake	8.66	8.70	0%
Pink Mountain	2.53	1.20	-52%
Rolla	2.75	13.87	405%
Upper Halfway	8.15	7.95	-2%
Total	29.23	34.65	19%
Transfer Stations - Tier 2 - Bulky Bins			
Buick Creek	12.55	11.11	-11%
Goodlow	6.95	5.19	-25%
Moberly Lake	7.61	6.13	-19%
Pink Mountain	4.43	1.25	-72%
Rolla	29.88	25.74	-14%
Upper Halfway	6.5	12.8	97%
Total	67.92	62.22	-8%
Transferstations – Unmanned – Bulky Bins			
East Pine	12.05	8.7	-28%
Fellers Heights	13.55	22.87	69%
Groundbirch	40.93	26.94	-34%
Hasler Flats	8.51	10.44	23%
Lebell	17.01	12.89	-24%
Lone Prairie	11.97	7.48	-38%
Mile 62.5	7.28	6.76	-7%
Milligran Creek/PJ	1.67	0.44	-74%
Osborn	1.44	3.3	129%
Progress	18.87	34.63	84%
Jackfish Community Hall	5.67	9.24	63%
Total	138.95	143.69	3%
Total Tonnage	1376.65567	2438.4927	77%

Chart 2b: Tonnage Comparison – All Season 2019 and 2020

Tonnage			
Site	2019		2020
	Spring	Fall	Spring
Landfills			
Bessborough	177.36	75.15	346.66
Chetwynd	57.93	29.49	137.24
North Peace Regional	470.69	187.34	1049.57
Total	705.98	291.98	1533.47
Transfer Stations - Tier 1			
Dawson Creek	150.04	76.93	171.09
Cecil Lake	103.82	78.24	121.68
Kelly Lake	10.52	1.73	37.82
Prespatou	17.92	18.10	43.935
Rose Prairie	79.21	28.21	148.43
Tomslake	68.83	39.80	138.58
Wonowon	4.24	64.08	2.93
Total	434.58	307.09	
Transfer Stations - Tier 2			
Buick Creek	6.09	2.87	1.92
Goodlow	1.05	1.50	1.00
Moberly Lake	8.66	16.98	8.70
Pink Mountain	2.53	1.37	1.20
Rolla	2.75	2.49	13.87
Upper Halfway	8.15	1.68	7.95
Total	29.23	26.89	
Transfer Stations - Tier 2 - Bulky Bins			
Buick Creek	12.55	6.27	11.11
Goodlow	6.95	6.10	5.19
Moberly Lake	7.61	4.64	6.13
Pink Mountain	4.43	2.24	1.25
Rolla	29.88	13.48	25.74
Upper Halfway	6.5	12.13	12.8
Total	67.92	44.86	62.22
Transferstations – Unmanned – Bulky Bins			
East Pine	12.05	5.41	8.7
Fellers Heights	13.55	11.47	22.87
Groundbirch	40.93	10.26	26.94
Hasler Flats	8.51	7.52	10.44
Lebell	17.01	11.78	12.89
Lone Prairie	11.97	3.62	7.48
Mile 62.5	7.28	4.32	6.76
Milligran Creek/PJ	1.67	1.74	0.44
Osborn	1.44	0.30	3.3
Progress	18.87	15.50	34.63
Jackfish Community Hall	5.67	3.83	9.24
Total	138.95	75.75	143.69
Total Tonnage	1,376.66	746.57	1,739.38



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-013

From: Paulo Eichelberger, GM of Environmental Services

Date: August 25, 2020

Subject: City of Dawson Creek Request – Vermicomposting Pilot Support

RECOMMENDATION:

That the Solid Waste Committee receive the report “City of Dawson Creek Request – Vermicomposting Pilot Support ENV-SWC-013” for discussion.

BACKGROUND/RATIONALE:

Staff received a letter from the City of Dawson Creek (City) with a request that City and Peace River Regional District (PRRD) staff work together to move approximately 400m³ of yard waste from the City’s composting pad to the Bessborough Landfill (BBLF). The material would be used to support a second vermicomposting pilot that the PRRD is planning to conduct.

Staff has begun investigating options for organics diversion within the region. The vermicomposting pilot at the North Peace Regional Landfill (NPRLF) was created as a response to a request from the 2020 Winter Games Committee, and utilized the established compost pad at NPRLF as a testbed. The pilot is testing the vermicomposting process with a set tonnage of organics, and is a positive first step in providing options for diversion in the region.

Recognizing that the ability for processing organics will likely result in sites in the north and south portions of the PRRD, staff is considering a second vermicomposting pilot at the Bessborough Landfill. The intent of the pilot is to replicate an organics diversion program, with feedstock continuing to arrive to the site over a two-year period.

In an effort to understand potential feedstock for the second pilot, staff has been discussing potential tonnages and volumes with City staff around their yard waste collection program, which initiated the request letter from the City.

While the City’s request to move 400m³ is somewhat timely, the pilot is still in the early stages of planning. It was hoped that the pilot could be implemented in spring of 2021, but additional works need to be done at BBLF as there is currently no dedicated area for organics onsite. A location for the pilot has been identified but requires some civil works such as grading, leachate sump, pad build, and a water source.

For the material to be received at the site, a temporary pit would need to be created to manage any leachate generation until the material could be moved to a new pilot pad.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee defer the report titled “City of Dawson Creek Request – Vermicomposting Pilot Support ENV-SWC-013” to the October 1, 2020 meeting when more financial information is available for consideration.
2. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Partnerships
- Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

The cost of the second pilot is unknown at this time. Staff are working towards a report for the October 1, 2020 SWC Meeting to outline the potential cost implications of the project.

If a temporary pit was to be established to hold the materials until such a time the pad could be built for the pilot, the estimated cost is \$1,000.

COMMUNICATIONS CONSIDERATION(S):

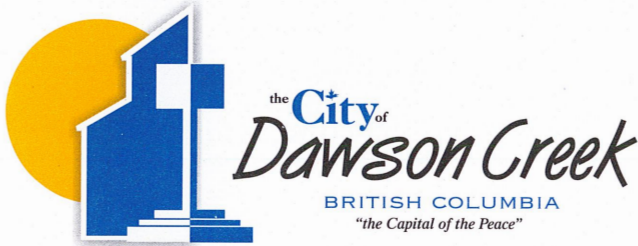
The City will have to be contacted regarding the SWC’s and ultimately Regional Board’s decision to accept or reject the request for the material.

OTHER CONSIDERATION(S):

While the City’s material may be accepted, if work to prepare a pad area with leachate containment is unable to be completed or the pilot does not happen in 2021, it is likely that the material will have to be buried off in the active face of the landfill.

Attachments:

1. June 29, 2020 Letter from the City of Dawson Creek



June 29, 2020

Peace River Regional District
P.O. Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Dear Solid Waste Committee:

Re: Pilot Vermicomposting Program

In 2016, the City of Dawson Creek (City) established a composting program for the City's yard waste collection. The City understands that the Peace River Regional District is planning to launch a vermicomposting pilot program at the South Peace Landfill for spring 2021.

The City would be interested in supporting this operation by providing the Peace River Regional District with access to the City's yard waste product. Based on annual trends, the City collects approximately 250m³ of yard waste from the 99th Avenue collection site. By the fall of 2020, the City estimates they will have approximately 400m³ of collected yard waste ready to support the Peace River Regional Districts plans.

The City would like to request Peace River Regional District staff work with City staff to move the collected yard waste in the fall of 2020 to Bessborough to support the pilot vermicomposting program, and to develop a long-term solution for the City's yard waste.

Thank you for your consideration; please contact me if you have any questions or concerns.

Sincerely,

Dale Bumstead
Mayor
City of Dawson Creek



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-014

From: Paulo Eichelberger, General Manager of Environmental Services Date: September 3, 2020

Subject: **Chronic Wasting Disease Program Support**

RECOMMENDATION #1:

That the Solid Waste Committee recommend that the Regional Board provide support for Brian Patterson’s work on Chronic Wasting Disease (CWD) by allowing him access to wildlife carcasses brought into the Bessborough Landfill from August 1, 2020 to April 30, 2021.

RECOMMENDATION #2:

That the Solid Waste Committee recommend that the Regional Board waive tipping fees, for up to \$500, for the disposal of sample materials associated with the Provincial Chronic Wasting Disease program between August 1, 2020 and April 30, 2021.

BACKGROUND/RATIONALE:

Chronic Wasting Disease (CWD) is a fatal nervous system disease known to naturally infect deer, moose, and elk, which is similar to mad cow disease (BSE) in cattle. CWD is prevalent in southeast Alberta and has spread west of Edmonton into wild populations. There is concern about CWD entry into British Columbia (BC), and the Peace Region is one of the areas of greatest concern. To date, CWD has not been detected in BC.

Brian Paterson is the CWD Coordinator that has been contracted by the Province to conduct CWD outreach and research. One of his roles is to collect samples and continually increase the sample size collected of deer, moose, and elk heads and to test for the presence of CWD.

Over the last two years, the CWD Coordinator has been working to increase sample sizes in the region. The target sample size of the region is 300 samples, as it is important to have confidence that CWD is not present in the wildlife. Last year, 150 samples were collected as part of this program in the region, which was half of the target goal. Sampling efforts have occurred provincially since 2002, though few samples were collected for many years. If enough samples aren’t collected, there will be little confidence that the region is “disease free.” Additionally, if the disease is not detected early, implementing an effective response would be much more difficult.

The CWD Coordinator is requesting access to the Bessborough Landfill to collect and sample road-kill deer, moose, and elk. This process would work as follows:

- When Agro brings in road-kill to the Bessborough Landfill, landfill staff would direct Agro to drop off the road-kill into a designated area.
- Landfill staff would then call Brian Patterson to let him know that road kill was brought in, and it would be available to pick up by 4:00pm that business day.

- If the road-kill was not picked up by end of day, landfill staff would bury it within the landfill; per standard procedure to avoid risk of odour and other vectors.

This would be minimal extra work for the landfill and could be absorbed into their daily operations.

The reason for conducting the work at the Bessborough Landfill is that the CWD Coordinator lives nearby in Arras (approximately 10 minutes away). The close proximity allows for easy collection and access to road-kill that would be dropped off. In the event the CWD Coordinator is unable to make it to the site, operations staff will dispose of the carcasses as usual.

Road-kill deer, moose, and elk represent a large sample source that the CWD surveillance program has barely been able to utilize. Roadkill samples are extremely important as compromised animals (such as those with later stages CWD) are likely more susceptible to collisions with vehicles. The heads of road-kill are occasionally collected from road-kill under permit; however, there are many of these carcasses that go straight to the landfill and are not sampled. In the past, the CWD Coordinator has tried to coordinate with the current and previous road maintenance contractors, but it has not worked out. It is believed that the easiest option for obtaining road-kill samples would be for the CWD Coordinator to have access to the material dropped off at the landfill.

Supporting this program would allow for more representative sampling to be collected and more information gathered of CWD within the region.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Partnerships

FINANCIAL CONSIDERATION(S):

Tipping fees for the disposal of deer, moose, and elk associated with the Provincial CWD program in the region is estimated at \$200-\$500.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None.

Attachments:

1. July 23, 2020 Email from Brian Paterson – CWD Support

Gerritt Lacey

From: Brian Paterson <bapaterson@gmail.com>
Sent: Thursday, July 23, 2020 12:47 PM
To: Gerritt Lacey
Subject: PRRD support for BC Chronic Wasting Disease Program

CAUTION: This email originated from outside of the organization.

Hi Gerritt,

Thanks for your time on the phone this morning regarding PRRD support for the provincial (MFLNRORD) Chronic Wasting Disease (CWD) surveillance program. As explained, I am the Regional CWD Coordinator hired on contract annually (beginning my third season) to conduct CWD outreach and most importantly collect samples and increase sample sizes. We collect samples from the heads of deer, moose, and elk to test for CWD, a disease which affects members of the deer family similar to mad cow disease (BSE) in cattle.

Our target sample size from the region is 300 samples, last year we collected approximately 150 samples, well short of our goal. This sample size is important to have confidence that CWD is not present in our wild cervid (deer, moose, and elk) populations. Early detection will also ensure that we have the best chance of implementing an effective response should CWD spread to the Peace Region. The Peace Region is at higher risk than most other Regions in BC (except the Kootenays) due to the proximity to Alberta and the number of hunters from BC that travel into Alberta. CWD has recently been confirmed in wild deer populations near Edmonton and has been moving north and west in recent years. CWD is prevalent in SE Alberta. I have two requests for your consideration in this email:

1. Access to the Bessborough landfill to sample road-killed deer, moose, and elk.
2. Request that PRRD waive tipping fees for disposal of deer, moose, and elk heads that I bring in associated with the provincial CWD program (last year I disposed of approximately 150 heads).

These proposals are described below in more detail.

1. Sample collection of roadkill deer, moose, and elk

Roadkill cervids represent a large sample source that we (CWD surveillance program) have barely been able to utilize. Roadkill samples are extremely important as compromised animals (such as those with later stages CWD) are likely more susceptible to collisions with vehicles. I do collect heads from roadkill under permit when I come across them, but there are many, many more samples that go to landfill that I do not get a chance to sample. I have tried to coordinate with the current and previous road maintenance contractors, but it just has not worked out.

I believe the easiest solution to obtaining roadkill samples will be for PRRD to allow access to myself as a permitted contractor to sample / remove heads that road maintenance contractors bring to the landfill, particularly the Bessborough Landfill in Arras. I understand the need to dispose of and bury roadkill quickly and with that consideration I propose the following methodology (please suggest any changes that you or your contractors feel would improve this methodology).

1. Road contractors bringing road killed deer, moose, or elk are instructed to leave the animals near the open face of the landfill or in another convenient location where they are unloaded. I will arrange with road crews to put a tag on the ear of each animal indicating where it was found.
2. If unloading carcasses directly to a front-end loader, the loader can temporarily leave the carcasses in a suitable location.

3. Staff at the weigh-scales call / text me (Brian Paterson 250-731-6028) to alert me that a road-killed deer, moose, or elk has been dropped off (I live 15 minutes from the landfill).
4. I propose a standardized time to sample the cervid heads that works with the landfill contractors schedule. I believe the landfill is open until 4:45 Mon-Sat. Perhaps we can agree that carcasses will be buried by 16:00 each day which means I would have all my sampling done prior to this. I am flexible here but having the cut-off time for burial near the end of the day would provide more opportunity for additional samples throughout the day. I know I won't be able to access samples everyday; however, I will let the staff at the weigh scales know if I can't make it when they call / text and carcasses can be immediately buried.
5. When sampling, I will minimize the amount of time I spend there. If only one or two samples are there, I may sample at the landfill if possible (each sample takes about 10 minutes). If more, I may simply remove the heads and sample at my convenience. The idea is to avoid inconveniencing the landfill staff and allowing them to continue to do their jobs effectively and efficiently.

Please consider this request independently of request number two, the sooner this can be implemented the better as we are really hoping to increase sample sizes this year. Most other samples are received via voluntary hunter submission. If we can successfully implement a process to collect samples from Bessborough, I would be interested in expanding this program to other regional landfill sites in the future, possibly later this year.

2. Request to waive tipping fees for roadkill deer, moose, and elk heads associated with the CWD program.

We currently dispose of all CWD deer, moose, and elk samples (heads) at PRRD dumps. Mainly the Bessborough dump as it is close to where I live (Arras). Last year we disposed of approximately 150 heads usually disposing of 10-20 heads at a time. While the cost is not prohibitive, I am wondering if there is a chance that PRRD would be willing to waive the tipping fee for this program. Annual fees would be in the \$200-\$500 range I estimate.

As a brief background, CWD is a disease that affects cervids, or members of the deer family (primarily deer, moose, and elk) similar to mad cow disease (BSE) in cattle. CWD is prevalent in SE Alberta and has spread west of Edmonton into wild populations. We are very concerned about entry into BC and the Peace Region is one of the areas of greatest concern.

Sampling efforts have occurred provincially since 2002 though few samples were collected for many years. I have been working on a seasonal contract the past two years to increase sample sizes in the Region. While sample sizes have increased substantially in the past two years, we are still well short of our target (300 samples annually). If we aren't collecting enough samples, we will have no confidence that we are disease free and if we cannot detect the disease early, it will be much more difficult to implement an effective response.

I sample most of the deer, moose, and elk heads either at the Forestry Building in Dawson Creek (17th Ave) or at the Ministry / Conservation Officer Warehouse in FSJ but samples may come from anywhere in the Region as most are voluntary hunter submissions. Almost all heads that have been sampled are brought to the Bessborough landfill for burial.

I will be the one bringing all samples for disposal (Brian Paterson, 250-731-6028, bapaterson@gmail.com). Ideally, the tipping fees would be waived from August to April, but I am flexible on this.

Thanks for your consideration. I am happy to provide additional information if needed. More information regarding the provincial CWD surveillance program can be found at: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-health/wildlife-diseases/chronic-wasting-disease>

Note that PRRD is recognized as a partner on this page – simply scroll down to the “Do not import intact deer carcasses” sign and the PRRD logo is visible.

Thanks for your time.

Sincerely,

Brian Paterson

--

Brian Paterson, R.P.Bio, BC Wildlife Health Team

Peace Region Chronic Wasting Disease Coordinator

[250-731-6028](tel:250-731-6028)

Arras, BC

[Report as Spam](#)

[Report as Phish/Fraud](#)

[Report as Not Spam](#)

[Forget previous vote](#)



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. 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.

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 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;
 - 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, on the first Thursday of every month;
- 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.

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