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

CARRIED.

REPORTS:

9.1 re: Groundbirch area TS Monitoring

Following a recommendation received from the Solid Waste Committee, the Regional Board at its August 23, 2018 meeting resolved:
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 Award – Chetwynd Landfill Scale Replacement

In 2016, the North Peace Regional Landfill (NPRLF) underwent a capital project for a new entrance. Once the new entrance was in operation, the old entrance was abandoned, leaving the old 80' scale on the side 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.

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 Waste Agreements MOVED by Director , SECONDED by Director ,
That the Solid Waste Committee receive the report titled "Solid Waste Agreements" for 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, Saulteau 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.

Original Signed by

Director Rose,
Chair – Solid Waste Committee

Original Signed by

Suzanne Garrett,
Corporate Services Coordinator