



PEACE RIVER REGIONAL DISTRICT

Solid Waste Committee Meeting Agenda

April 11, 2025, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. GALLERY COMMENTS OR QUESTIONS	
4. ADOPTION OF MINUTES	
4.1 Solid Waste Committee Draft Meeting Minutes of January 17, 2025	2
5. BUSINESS ARISING FROM THE MINUTES	
6. DELEGATIONS	
7. CORRESPONDENCE	
8. REPORTS	
8.1 Solid Waste Committee – Terms of Reference - Amendment, ENV-SWC-177	6
8.2 Agricultural Plastics Pilot Program 2025-2026 Extension, ENV-SWC-178	13
8.3 SW Public and Technical Stakeholder Committee Recommendation from March 27, 2025, ENV-SWC-181	17
8.4 PRRD Solid Waste Collection System Network Study, ENV-SWC-182	41
8.5 PRRD Illegal Dumping (Littering) Policy No. 0340-85, ENV-SWC-183	44
9. NEW BUSINESS	
10. CONSENT CALENDAR	
10.1 Solid Waste Public and Technical Stakeholder Committee Draft Meeting Minutes of March 27, 2025	49
10.2 Terms of Reference	52
11. ADJOURNMENT	



**SOLID WASTE COMMITTEE MEETING
MINUTES**

**January 17, 2025, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC**

Directors Present: Director Hiebert, Electoral Area D, Committee Chair (via Zoom)
Alternate Director Parslow, City of Dawson Creek
Director Rose, Electoral Area E
Director Quibell, District of Hudson's Hope (via Zoom)
Director Sperling, Electoral Area C
Director Zabinsky, City of Fort St. John (via Zoom)

Directors Absent: Director Krakowka, District of Tumbler Ridge
Director Dober, City of Dawson Creek
Director Sperling, Electoral Area C

Staff Present: Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Kari Bondaroff, General Manager of Environmental Services
Gerritt Lacey, Solid Waste Manager
Roxanne Shepherd, Chief Financial Officer
Colin Bates, Solid Waste Foreman
Leah Dueck, Solid Waste Coordinator
Suzanne Garrett, Corporate Services Coordinator/Recorder

1. ELECTION OF CHAIR AND VICE-CHAIR

Before calling the meeting to order, the Chief Administrative Office explained that an election had been held for the positions of Chair and Vice-Chair of the Solid Waste Committee for 2025. He announced that Director Hiebert was elected Chair and Director Zabinsky was elected Vice-Chair.

2. CALL TO ORDER

Director Hiebert assumed the Chair and called the meeting to order at 10:02 a.m.

3. ADOPTION OF AGENDA

MOVED Director Zabinsky

SECONDED Director Rose

That the Solid Waste Committee adopt the January 17, 2025 agenda:

1. ELECTION OF CHAIR AND VICE-CHAIR

2. CALL TO ORDER

3. ADOPTION OF AGENDA

4. GALLERY QUESTIONS OR COMMENTS

5. ADOPTION OF MINUTES

5.1 Solid Waste Committee Meeting Minutes of October 24, 2024

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

(Cont'd on next page)



8. CORRESPONDENCE

8.1 Request for 8-yard Dumpster at Moberly Lake

9. REPORTS

9.1 Recycle BC Contract Update, ENV-SWC-174

9.2 Cardboard Collection at the Hudson’s Hope Transfer Station, ENV-SWC-175

9.3 2025 Function 500 – Regional Solid Waste Management Draft Budget, ENV-SWC-176

10. New Business

11. Consent Calendar

11.1 Solid Waste Committee Terms of Reference

12. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1 Solid Waste Committee Draft Meeting Minutes of October 24, 2024

MOVED Director Quibell

SECONDED Director Zabinsky

That the Solid Waste Committee adopt the Solid Waste Committee Meeting minutes of October 24, 2024.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

8.1 Request for 8-yard Dumpster at Moberly Lake

MOVED Director Rose

SECONDED Director Zabinsky

That the Solid Waste Committee receive the request from the Moberly Lake Community Association for an 8-yard dumpster at Moberly Lake for discussion.

CARRIED

Comments:

- Bins placed outside of the manned transfer station gates for after hour use are not being used as intended.
- Staff confirmed there is signage on the bins that outlines the proper use of the after hours bins, stating that only household bagged waste is accepted and that all other material types need to be brought in during business hours.
- Service is not provided in every community, pilot is for 24-hour access for residential waste only. Adding bulky waste is inappropriate.

MOVED Director Rose

SECONDED Director Zabinsky

That the Solid Waste Committee recommend that the Regional Board authorize staff to send a letter to the Moberly Lake Community Association responding to their request for an 8-yard bin at the transfer station to reduce the amount of overloading taking place and confirm the intention of the 24-hour access pilot project, advising that continued abuse may result in the current “outside” bin being removed.

CARRIED

9. REPORTS

9.1 Recycle BC Contract Update, ENV-SWC-174

MOVED Director Zabinsky
SECONDED Director Rose

That the Solid Waste Committee recommend that the Regional Board continue to implement the Recycle BC Program at its designated attended transfer stations for an additional 5-year term expiring December 31, 2029; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

CARRIED

9.2 Cardboard Collection at the Hudson's Hope Transfer Station, ENV-SWC-175

MOVED Director Quibell
SECONDED Director Zabinsky

That the Solid Waste Committee recommend that the Regional Board approve an amendment to the "PRRD-DHH Solid Waste Management Agreement" which transfers responsibility for collection of cardboard at the Hudson's Hope Transfer Station from the District of Hudson's Hope to the Peace River Regional District effective March 1, 2025; further, that the Chair and Chief Administrative Officer be authorized to sign the amendment on behalf of the Peace River Regional District.

CARRIED

9.3 2025 Function 500 – Regional Solid Waste Management Draft Budget, ENV-SWC-176

MOVED Director Rose
SECONDED Director Zabinsky

That the Solid Waste Committee receive the report titled "2025 Function 500 – Regional Solid Waste Management Draft Budget, ENV-SWC-176" for discussion.

CARRIED

Comments:

- Staff confirmed that mattresses do not compact when placed in a landfill without some form of processing. Shredding mattresses prior to landfilling allows the materials to be broken down. Procurement of a contractor will be undertaken to shred the existing stockpile of mattresses on site at the North Peace Regional Landfill.
- Upon successful completion of the pilot shredding program, shredding can be added to the scope of work under the landfill contract to lower costs for equipment mobilization with the contractor supplying their own shredder.
- Staff confirmed that establishing tipping fees to recover costs after the program has been evaluated could be done.

MOVED Director Zabinsky
SECONDED Alternate Director

That the Solid Waste Committee recommend that the Regional Board provide operating budget approval for the 2025 supplemental request for North Peace Regional Landfill Mattress Shredding at a total cost not to exceed \$125,000 and authorize the inclusion of the expense in Function 500 – Regional Solid Waste draft 2025-2029 PRRD Financial Plan.

CARRIED

9.3 2025 Function 500 – Regional Solid Waste Management Draft Budget, ENV-SWC-176 (Cont'd)

Comments:

- Construction of transfer stations in Lebell and Groundbrich is a result of various resolutions to improve services, removal of construction project would result in carry forward of funds to be used for other projects. Changes would not impact the Regional Solid Waste Management Plan.
- Staff confirmed should the construction project be deferred construction costs will be increased.

MOVED Director Rose

SECONDED Director Zabinsky

That the Solid Waste Committee recommend that the Regional Board approve the draft 2025 budget totally \$19,148,924 for Function 500 – Regional Solid Waste Management, with a total requisition of \$10,500,000 and an estimated tax rate of \$0.3086, further, with a second budget alternative included illustrating the removal of transfer station capital projects for Lebell and Groundbirch included in the report for the Board's consideration.

CARRIED

OPPOSED: Alternate Director Parslow

10. NEW BUSINESS

11. CONSENT CALENDAR

MOVED Alternate Director Parslow

SECONDED Director Rose

That the Solid Waste Committee receive the January 17, 2025 Consent Calendar.

CARRIED

12. ADJOURNMENT

The Chair adjourned the meeting at 11:17 a.m.

CERTIFIED a true and correct copy of the Minutes of the Solid Waste Committee from a meeting held on January 17, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Leonard Hiebert, Committee Chair

Suzanne Garrett, Corporate Services
Coordinator/Recorder



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-177

From: Environmental Services

Date: April 11, 2025

Subject: Solid Waste Committee – Terms of Reference - Amendment

RECOMMENDATION: [Corporate Unweighted]

That the Solid Waste Committee recommend that the Regional Board authorize the following amendment to the Solid Waste Committee Terms of Reference:

Section 5 Procedures:

5.3 Advisory Sub-Committees – the Chair and Vice-Chair of the Solid Waste Committee shall be the Chair and Vice-Chair of any advisory sub-committees formed by the Solid Waste Committee, approved by the Regional Board.

BACKGROUND/RATIONALE:

On November 24, 2022 the Regional Board approved the establishment and Terms of Reference for the Public Technical Stakeholder Committee (PTSC) Resolution #RD/22/11/11(24).

The intent of the PTSC is to oversee the implementation of the Regional Solid Waste Management Plan and make recommendations to the Solid Waste Committee (SWC). The PTSC has a number of objectives outlined in the Terms of Reference, attached.

Section 5 Committee Organization in the PTSC Terms of Reference states:

“5.1 A Chair and Vice-Chair will be appointed by the SWC.”

To meet the criteria in the PTSC Terms of Reference there is a need to confirm in the SWC Terms of Reference that the persons elected as Chair and Vice-Chair of the Solid Waste Committee are also the Chair and Vice-Chair of the Public Technical Stakeholder Committee and any other advisory sub-committee formed by the Solid Waste Committee, as approved by the Regional Board.

ALTERNATIVE OPTIONS:

- 1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

Not applicable

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATIONS(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments

1. Draft Solid Waste Committee Terms of Reference (marked up version)
2. Solid Waste Public and Technical Stakeholder Committee Terms of Reference



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 2022. The current Plan addresses five key areas:
- Strategies to Encourage Reduction, Reuse and Recycling
 - Strategies to Increase Organics Diversion
 - Strategies to Increase Energy Recovery
 - Strategies to Improve Residual Waste Management
 - Strategies for Solid Waste Management Funding

2. Role of the Committee:

- 2.1 The general purpose of the Solid Waste Committee of the Peace River Regional District (SWC) is to act as the conduit between the Public Technical Stakeholder Committee (PTSC) and the Peace River Regional District Board regarding matters relating to Solid Waste in the region. The SWC will ensure the following actions are followed:
- To ensure regulatory provisions are appropriate to program delivery and recommend amendments to the Board and staff;
 - Adhere to, and amend as appropriate, the Regional Solid Waste Management Plan; and,
 - Approve the annual draft Solid Waste budget.

3. Structure of the Solid Waste Committee:

- 3.1 Members: The SWC will consist of six (6) Board members as appointed by the Chair and will consist of:
- Director from the City of Dawson Creek, or their alternate ;
 - Director from the City of Fort St. John, or their alternate;
 - Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, or Village of Pouce Coupe or District of Tumbler Ridge);
 - Director or alternate director from one additional municipality in the North Peace (District of Hudson's Hope or District of Taylor);
 - Director or alternate director from the North Peace (Electoral Area 'B' or 'C');
 - Director or alternate director from South Peace (Electoral Area 'D' or 'E');
 - PRRD Board Chair, as ex-officio member;
 - Appropriate Regional District staff person – non-voting.

3.2 The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis.

3.3 In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings.

4. Meetings:

- 4.1 The Committee shall meet as approved in conjunction with the Board meeting schedule each year;
- 4.2 Meetings will be open to the public;
- 4.3 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 4.4 The PRRD Board Chair will be given a copy of all Committee meeting agendas;
- 4.5 The Committee has the authority to add or reschedule its meetings as necessary.
- 4.6 The Committee has the authority to call special committee meetings as necessary.

5. Procedures:

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

5.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.

5.3 Advisory Sub-Committees – the Chair and Vice-Chair of the Solid Waste Committee shall be the Chair and Vice-Chair of any advisory sub-committee formed by the Solid Waste Committee, approved by the Regional Board.

Date Committee Established	March 10, 2016	Board Resolution #	RD/16/03/31
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/14
Amendment Date	November 24, 2022	Board Resolution #	RD/22/11/12 (24)
Amendment Date		Board Resolution #	



Solid Waste Management Plan Public Stakeholder Technical Committee Terms of Reference

1 BACKGROUND:

1.1 Regional Districts in British Columbia are mandated by the Provincial *Environmental Management Act* to develop Regional Solid Waste Management Plans (RSWMP). The most recent RSWMP was approved in October, 2022, and is a long term vision for how the Peace River Regional District (PRRD) will manage municipal and rural solid waste for the next 10 years. The RSWMP identifies the need to create a Public Technical Stakeholder Committee (PTSC) which will monitor the implementation and effectiveness of the RSWMP and identify concerns and issues that have arisen during its implementation that may require changes.

2 GOAL OF THE COMMITTEE:

2.1 The intent of the Public Technical Stakeholder Committee (PTSC) is to oversee the implementation of RSWMP and make recommendations to the PRRD Solid Waste Committee (SWC).

2.2 When the need for a major amendment has been identified through implementation of the 10-year RSWMP timeframe, the PTSC will act as an Advisory Committee to provide advice and feedback on consultation activities with the stakeholders provided in the consultation plan for these planned amendments to the SWC.

3 OBJECTIVES:

3.1 To act as a sounding board for the PRRD to review results of feasibility assessments, including cost benefit analysis, and pilot programs;

3.2 To identify concerns and issues that may arise in the implementation process;

3.3 To make suggestions for the annual Solid Waste Strategic Plan for approval by the Regional Board; and

3.4 To review the annual report prior to recommending the approval by the Regional Board.

4 AUTHORITY:

4.1 The PTSC makes recommendations to the PRRD Board via the SWC. The Board is the final authority on decisions.

5 COMMITTEE ORGANIZATION:

5.1 A Chair and Vice Chair will be appointed by the SWC.

5.2 The General Manager of Environmental Services and the Solid Waste Manager, and/or designate.

5.3 Secretarial services will be provided by the PRRD.

5.4 Members may be chosen to form an Advisory Committee and provide technical advice.

6 MEMBERSHIP:

6.1 The PTSC will be comprised of representation from the following:

- 6.1.1 Member municipalities staff;
- 6.1.2 First Nation neighbor's;
- 6.1.3 PRRD waste management contractors and partners;
- 6.1.4 public agencies such as the Ministry of Environment and Climate Change Strategy;
- 6.1.5 private and non-profit sectors;
- 6.1.6 industry and institutional representatives; and
- 6.1.7 the general public.

6.2 Members will be contacted directly, as well as general open invitations on the PRRD website and social avenues.

6.3 Memberships will be open to all who are interested in solid waste management.

6.4 The Membership will be continuous through the term of the most current RSWMP.

7 REMUNERATION AND EXPENSES:

7.1 Membership to the PTSC shall be strictly on a volunteer basis. Compensation from the PRRD for work performed as a member of the PTSC will be provided as follows:

- 7.1.1 Per the Regional Board's Financial Policy, mileage will be paid to all volunteer members of the PTSC (except Ministry Staff and paid members of Commissions).
- 7.1.2 Refreshments and lunch meal (if required) will be provided at all meetings.

8 RULES OF PROCEDURE:

8.1 Robert's Rules of Order apply.

8.2 The PTSC is advisory and all recommendations will be forwarded to the Regional District Solid Waste Committee or Regional Board for consideration.

8.3 All issues that come before the PTSC shall be recorded in the minutes and presented to the SWC for further review and approval.

8.4 **Conflict of Interest:** Persons sitting as Committee members shall exclude themselves from meetings that may place them in conflict of interest.

9 MEETINGS OF THE PUBLIC TECHNICAL STAKEHOLDER COMMITTEE:

9.1 **Scheduled Meetings:**

9.1.1 Meetings of the PTSC will take place annually within quarter 4, prior to the first annual Solid Waste Committee Meeting of each year.

9.2 This schedule is subject to change. All regular agendas and meeting dates shall be arranged by the PRRD in consultation with the PTSC members. All meeting dates will be confirmed at least two weeks prior to the meetings with agendas being provided to the PTSC members and other interested parties at least one week prior to meetings. Agendas will also be posted on the Peace River Regional District website at www.prrd.bc.ca.

10 MINUTES:

10.1 Notes and action items arising from each meeting will be documented and attached to the following SWC meeting agenda.

11 REPORTING TO THE PRRD SOLID WASTE COMMITTEE:

11.1 Recommendations adopted by the PTSC will be presented to the PRRD Solid Waste Committee or Regional Board by way of a covering report drafted by PRRD staff.

Date Committee Established			November 24, 2022
Date Approved by Board	November 24, 2022	Board Resolution#	RD/22/11/11 (24)
Amendment Date	February 20, 2025	Board Resolution #	RD/25/02/26
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-178

From: Environmental Services

Date: April 11, 2025

Subject: Agricultural Plastics Pilot Program 2025-2026 Extension

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board continue to offer the Agricultural Plastics Program in partnership with Cleanfarms to accept grain bags and twine for recycling at the Peace River Regional District’s solid waste facilities as part of the Solid Waste Program’s regular activities.

BACKGROUND/RATIONALE:

On February 17, 2021, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,
That the Regional Board partner with Cleanfarms to develop and deliver an agricultural plastics pilot program for bale wrap, grain bags, and twine at an estimated const of \$43,416 between 2021 and 2023.*

On February 8, 2024, the Regional Board passed the following resolution:

*MOVED, SECONDED, and CARRIED
That the Regional Board extend the Agricultural Plastics Pilot Program to accept grain bags and twine at regional solid waste facilities for recycling, in partnership with Cleanfarms, for a one-year term ending June 2025, at a maximum cost not exceeding \$63,477.*

In 2021 the Peace River Regional District (PRRD) partnered with Cleanfarms, a non-profit organization that specializes in agricultural plastics recycling throughout Canada. The partnership piloted a program to collect agricultural plastics and grain bags and twine for recycling with all associated costs being shared 50/50 between the PRRD and Cleanfarms. The initial pilot took place over a three-year period, ending in June 2024.

The program operates at eight PRRD Solid Waste Facilities including:

- Rolla Transfer Station
- Tomslake Transfer Station
- North Peace Regional Landfill
- Buick Creek Transfer Station
- Prespatou Transfer Station
- Chetwynd Landfill
- Cecil Lake Transfer Station
- Bessborough Landfill
-

In 2024, a three-year extension to the program was proposed to the Solid Waste Committee, however due to concerns with the funding model changing to 100% PRRD funded, only a one-year extension was

awarded. This one-year extension allowed for the continued collection of materials from July 2024 to June 2025. In 2024, an additional 6,780kg of grain bags and 1,980 bags of twine were collected.

Between July 2021 and December 2024, 51,924 kgs of grain bags and approximately 2,300 bags of twine have been collected in the PRRD, with most of the material coming into the Rolla Transfer Station. As part of implementing this program, the PRRD bought a grain bag roller that farmers can rent for \$50/day.

This program has been successful in diverting agricultural plastics from being burned or disposed of in the landfill and is in alignment with Strategy 3 of the PRRD’s Regional Solid Waste Management Plan (RSWMP). Staff recommends continuing to offer this program to collect grain bags and twine on an on-going basis.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

Through the initial three-year pilot, this program was funded 50% by the PRRD and 50% by Cleanfarms through a grant from Agricultural and Agri-Food Canada (AAFC) through the Canadian Agricultural Strategic Priorities Program (CASPP). As part of this initial three-year pilot, the Regional Board approved a maximum spend of \$43,416. Table 1 below outlines the annual cost of the pilot between 2021 and 2023.

Table 1: 2021 – 2023 Agricultural Plastics Pilot Actual Costs

	July 2021 - June 2022		July 2022 – June 2023		July 2023 – June 2024	
	Program	PRRD 50%	Program	PRRD 50%	Program	PRRD 50%
Collection	\$4,874.30	\$2,437.15	\$9,970.88	\$4,985.44	\$4,042.50	\$2,021.25
Communications	\$6,846.72	\$3,423.36	\$8,030.52	\$4,015.26	\$0	\$0
Administration	\$4,628.98	\$2,314.49	\$6,340.01	\$3,170.01	\$4,030.35	\$2,015.18
Revenue	\$0	\$0	\$0	\$0	\$0	\$400*
Annual Totals	\$16,350.00	\$8,175.00	\$24,341.41	\$12,170.71	\$8,072.85	\$4,036.43
Total Program Cost	\$48,764.26					
Total PRRD Cost	\$24,382.13					

*Revenue is from rental of the grain bag roller, revenue is not used to offset cost of the program or reflected in the total program costs.

In 2024, the Pilot Program was extended for one year, funded 100% through the PRRD as funding through the CASPP was uncertain. As part of the extension an additional \$63,477 was allocated to the program. Table 2 below provides a summary of the one-year extension.

Table 2: 2024-2025 Agricultural Plastics Pilot Costs

	2024-2025 Budget	July 2024 – Dec 2024	Jan 2025 - June 2025
	Budget	PRRD Costs	Projected PRRD Cost
Collection	\$36,782	\$6,205.25	\$4,403.98
Communications	\$17,500	\$2,762.84	\$3,400.49
Administration	\$9,195	\$2,242.02	\$1,951.12
Revenue	\$0	\$50*	\$0
Annual Totals	\$63,477	\$11,210.11	\$9,755.58
Total PRRD Cost	\$63,477	\$20,965.69	

*Revenue is from rental of the grain bag roller, revenue is not used to offset cost of the program or reflected in the total program costs.

In total, \$106,893 has been allocated to the Agricultural Plastics Program. Based on the spend to date and projected remaining costs to June 2025, the anticipated total spend is \$45,347.82 leaving \$61,545.18 in unspent dollars. Table 3 below outlines the estimated cost of the 2025-2027 program based on the previously proposed three-year extension:

Table 3: 2025 – 2027 Agricultural Plastics Program Costs

	2025-2026	2026-2027
Collection	\$35,842	\$37,402
Communications	\$12,000	12,000
Administration	\$8,960	\$9,351
Revenue	\$0	\$0
Yearly Total	\$56,802	\$58,753
Total Program Costs	\$115,555	

The full cost of the 2025-2026 program can be supported using the remaining \$61,545.18 in unspent funds.

At this time, funding from CASPP has not been secured by Cleanfarms, therefore the PRRD will have to continue to cover 100% of the costs of the program. Cleanfarms is still investigating other funding options to assist in offsetting the costs to the PRRD. If funding is renewed or sourced elsewhere, Cleanfarms will be able to fund 50% of the pilot extension.

COMMUNICATIONS CONSIDERATION(S):

Cleanfarms is an integral partner in ensuring the success of this program as they develop all educational materials, conduct research on viable end markets for the material, and arrange the collection and transportation of material to end markets. PRRD and Cleanfarms plan to increase communication to farmers via radio, website, and social media to promote the program.

OTHER CONSIDERATION(S):

Following the depletion of the remaining unspent funds, funding for the Agriculture Plastics Program will be completed through the annual adoption of the Solid Waste operational budget and the PRRD Financial Plan.

External Links:

1. [November 5, 2020 Solid Waste Committee Meeting](#) – See Item 9.2 “Agricultural Plastics Pilot in Partnership with Clean Farm, ENV-SWC-022”
2. [January 15, 2021 Solid Waste Committee Meeting](#) – See Item 9.2 “Agricultural Plastics Pilot Program Costs, ENV-SWC-032”
3. [May 13, 2022 Solid Waste Committee Meeting](#) – See Item 9.6 “Cleanfarms Agricultural Plastics Pilot 2022 Q1 Update, ENV-SWC-097”
4. [January 19, 2024 Solid Waste Committee Meeting](#) – See Item 9.3 “Agricultural Plastics Pilot Extension, ENV-SWC-142”



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-181

From: SW Public and Technical Stakeholder Committee

Date: April 11, 2025

Subject: SW Public and Technical Stakeholder Committee Recommendation from March 27, 2025

The following recommendation from the Solid Waste Public and Technical Stakeholder Committee meeting held on March 27, 2025 is presented to the Solid Waste Committee for consideration:

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board approve the “Regional Solid Waste Management Plan Amendment – Consultation Plan” dated March 13, 2025, to include the addition of a section for the contemplation of future facilities.

BACKGROUND/RATIONALE:

The draft minutes of the Solid Waste Public and Technical Stakeholder Committee meeting held on March 27, 2025 are provided on the Consent Calendar of this Solid Waste Committee meeting agenda.

On November 7, 2024 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board primarily investigate the land adjacent to the existing Chetwynd Landfill (Area B), for the suitability of an expanded landfill location and in the event that the landfill expansion be undesirable, the secondary site (Area A) located 4 km north along Don Phillips Way, past the existing landfill be further investigated.

On March 20, 2025 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board approve initiating the process of amending the Peace River Regional District’s Regional Solid Waste Management Plan to include a section that allows for future facilities to be contemplated; further, that staff notify the public of its intention to amend the Solid Wates Management Plan and begin consultation on the proposed amendment through the Public and Technical Stakeholder Committee.

In 2023, the Peace River Regional District (PRRD) began the process of siting a new landfill, and secured Tetra Tech Canada Inc to assist the PRRD through the process. Work completed to date includes:

- 2023 – Completion of Desktop Study, investigating 11 potential sits which was narrowed to 4 sites for further investigation these were identified as Areas A,B,C, and L.

- 2024 – Areas A and B underwent Lidar Investigations and an Environmental Assessment. Additionally, a License of Occupation (LOC) application through the Province for tree clearing and initial geotechnical investigation was initiated for Area B.

To continue the project, the PRRD must amend the Regional Solid Waste Management Plan (RSWMP) to include a new section for consideration of “Future Facilities”. Currently sub-strategy 12C allows for the relocation of landfills to an alternative site as one of the potential options if a change to an active landfill is proven necessary. However, the RSWMP did not include any specifics on the location of the new sites or facilities that would be contemplated. The proposed RSWMP amendment wording is as follows:

3.4 Future Facilities

Municipal solid waste may be directed to any new landfill or transfer station contemplated by this plan. The specific sites being contemplated by the PRRD are shown in Schedule G.

Should one of the contemplated sites be deemed feasible, the following process will be used for development of the chosen site:

- *Follow the PRRDs procurement process for the engineering and construction of a new facility;*
- *Ensure that any and all required Federal, Provincial and Local Government requirements are met and obtain all necessary authorizations including but not limited to an Operational Certificate under the Environmental Management Act (EMA) from the Ministry of Environment and Parks (MEP);*
- *Public and First Nation consultation and engagement will occur; and*
- *Any additional requirements that may be included as conditions in the Minister’s approval of the amendment to this plan.*

Schedule G is attached to this report for reference and provides a map for the locations being considered for a future facility in the Chetwynd area. To date they have been referred to as Area A and Area B, through the amendment and as the project moves forward, they will be referred to as:

- Hwy 29 North Site (formerly Area A)
- Chetwynd Landfill Expansion Site (formerly Area B)

The amendment is considered as a major amendment requiring Minister approval. As part of the amendment process Tetra Tech has developed a consultation plan which is intended to inform, consult and engage in the above proposed text, and currently is not to consult on the specific sites themselves. Communications on the potential sites has already been initiated and will continue through the duration of the entire process. The proposed Consultation Plan has been attached to this report for review and comment, a high-level timeline for the amendment process is presented below:

March 27, 2025	PTSC Meeting	Amendment Initiation and Recommendation Consultation Plan
April 11, 2025	SWC Meeting	Recommendation Consultation Plan from PTSC
May 1, 2025	Board Meeting	Recommendation Consultation Plan from SWC
May 3, 2025	June 30, 2025	Consultation Period
July 18, 2025	PTSC Meeting	Consultation Summary, Resolution to Approve or Reject Amendment.
July 31, 2025	SWC Meeting	Consultation Summary, and amendment recommendation from PTSC
August 14, 2025	Board Meeting	Consultation Summary, and amendment recommendation from SWC
September 2025		Submission of the Amendment for Ministry Approval

If approved, this amendment will allow the PRRD to take the next steps through additional public consultation, permitting and construction, should one of the sites be deemed feasible for the construction of a landfill or transfer station.

The risks of not recommending the proposed amendment would be the following:

- PRRD would be limited to solid waste management at the current existing facilities and would not be able to consider new sites for landfills or transfer stations.
- PRRD would not be able to fully implement sub-strategy 12C as the potential option for relocation of landfills is not currently possible under the RSWMP without allowing for future facilities.
- Specific to Chetwynd, the only alternative option would be to close the landfill and place a transfer station on the same site.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

In 2023, the contract for engineering services to assist the PRRD through the process of siting a new landfill was awarded to Tetra Tech Canada Inc at a cost of up to \$1,100,000 over a five-year period.

In November of 2023, the PRRD \$1,133,000 through the Province's Growing Communities Fund for the project. These funds will be utilized for the engineering services required through the project.

Between June, 2023 to January, 2025, \$156,128 has been spent on the project leaving \$943,872 remaining in the allocated contract value.

COMMUNICATIONS CONSIDERATION(S):

Ongoing consultation and engagement (concurrent to the RSWMP amendment process and post amendment approval) on the specific contemplated sites will occur at a more localized level to those in the Chetwynd area that may be impacted by the development of one of the proposed areas. Once a site has been chosen, the RSWMP will need to be amended again to include the new approved facility. This amendment is planned to be incorporated into the 5-year review of the existing RSWMP set to take place in 2027.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Regional Solid Waste Management Plan Amendment – Consultation Plan
2. Regional Solid Waste Management Plan Proposed Amendment – Schedule G

External Link:

1. [Regional Solid Waste Management Plan Amendment Consultation Plan, ENV-SWPTSC-004](#) – See item 8.1 on the Solid Waste Public and Technical Stakeholder Committee Agenda dated March 27, 2025

March 13, 2025

ISSUED FOR USE
FILE: 704-SWM.SWOP04805-03
Via Email: Gerritt.Lacey@prrd.bc.ca

Attention: Gerritt Lacey

Subject: Regional Solid Waste Management Plan Amendment – Consultation Plan

1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) has prepared this Public Consultation Plan (Plan) which describes consultation to be undertaken by the Peace River Regional District (PRRD) as part of the focused amendment to the Regional Solid Waste Management Plan (RSWMP). This Plan has been developed with input from the PRRD and will be presented to the Public Technical Stakeholder Committee (PTSC) and adapted based on input from the PTSC. Engaging the public and key stakeholders is an integral aspect of the solid waste management planning process.

This Plan meets the requirements outlined in Section 27 of the Environmental Management Act, which requires that a process be provided for comprehensive review and consultation for the amendment of a waste management plan.

Tetra Tech has used the 2016 provincial document *A Guide to Solid Waste Management Planning* (Guide) that reinforces the importance of creating a meaningful context for engagement by understanding the audience to build trust and inclusion, setting clear expectations about the scope for discussion, being transparent with information, being responsive and accountable, and having an adequate amount of time and resources to implement engagement successfully.

The proposed public participation, as further described within this Plan, is to inform the public and potentially interested parties of the need for the amendment and the implications should the amendment not be recommended for approval as opposed to consultation or engagement. The rationale for this level of public participation is further detailed within this Plan along with the commitment that parallel consultation and engagement will be occurring outside of the RSWMP amendment process. The general public and potentially affected interested parties will have opportunity to provide feedback which will be compiled within a resulting consultation report for consideration by the PTSC who after considering any feedback received will have the opportunity to recommend or reject the proposed RSWMP amendment.

1.1 Background and Consultation Objectives

The PRRD developed its first RSWMP in 1996, with an update in 2008, and subsequently amended in 2013 and 2016. The RSWMP was most recently updated in 2021, for the timeframe of 2022 - 2032 and represents the current framework for solid waste management in the PRRD. The five-year effectiveness review is scheduled to be completed in 2027, however, the PRRD has identified a need to amend the RSWMP to facilitate the implementation of Strategy 12 to assess long term disposal options. The intent of the 2025 amendment to the RSWMP will be to add a sub-section to the RSWMP to allow for the consideration of future facilities. The Solid Waste Management Plan template within the Guide includes a section on future facilities, and it was an oversight that a similar section was not included with the 2022 RSWMP.

Approval of the RSWMP amendment by the Ministry of Environment and Parks (Ministry) requires the amendment to have undergone adequate consultation. From meetings with the Ministry, it is understood that this amendment is a major amendment and would be considered a “focused amendment”. It is noted that although consultation would be required from the entire Regional District, a higher level of engagement (e.g., direct reach out with focused messaging and opportunity for requested in person meetings to Local Governments, First Nations, and interested parties in the immediate Chetwynd area) is expected for those immediately impacted, and a lesser degree of engagement, such as notification (e.g., broad reach out through media release and general information to Local Governments and First Nations) may be suitable for those citizens and communities not directly impacted. It is understood that the consultation can be informative by nature while providing a feedback mechanism (e.g., requested in person meetings, email, letters of support) that will inform the resulting consultation report.

The objective of consultation is to inform the public and potentially interested parties of the need for the amendment and the implications of not recommending an amendment. At this stage, it is not intended to be full consultation or engagement. The rationale for this is that the proposed amendment is being sought for a more “administrative” section of the RSWMP that was missed and is required for Strategy 12 to be fully implemented. Strategy 12 is the result of full consultation and engagement that occurred in the development of the current RSWMP and without the proposed amendment the PRRD will not be able to fully implement the Strategy. Furthermore, as the proposed amendment is administrative in nature, there are not many other alternative approaches the PRRD can take towards the proposed amendment other than to include it, allowing for potential future facilities, or not including it.

The consultation process on the amendment will provide limited opportunity to solicit feedback (e.g., requested in person meetings, email). The proposed amendment will include identification of potential new sites within the Chetwynd area, and a higher level of engagement will be completed within this area. Lower levels of engagement would be conducted of the broader Regional District.

The intent of this Plan is not to consult on the specific proposed sites themselves, as consultation and engagement on the potential sites has already been initiated and will continue for the duration of the process through to applying for and receiving an Operational Certificate for the future facility. The RSWMP would then need to be amended again to include the new approved facility.

The key objectives for the RSWMP amendment consultation program are to:

- Inform the general public and potentially affected interested parties about the content of the RSWMP Amendment;
- Provide opportunity for interested parties to provide input and feedback on the RSWMP Amendment;
- Ensure the amended RSWMP aligns with information gathered during the consultation process; and
- Address public consultation considerations outlined in the Guide and meet Ministry requirements under the *Environment Management Act*.

The actions completed to meet these objectives are summarized in the sections below.

2.0 PLAN INITIATION

On February 26, 2025, at the initiation of the planning process, an email announced the RSWMP was to be amended and put out a call for volunteers to participate in the PTSC. The Board of Directors is scheduled to initiate the RSWMP amendment process and set direction on March 20, as per Appendix A (resolution to be attached once issued).

3.0 PLAN ADVISORY COMMITTEES

The PRRD PTSC and Solid Waste Committee (SWC) play an important role in providing input from an interested party and community perspective for consideration as part of an amendment to the RSWMP. The PRRD currently has the PTSC in place to monitor the implementation and effectiveness of the RSWMP and identify concerns and issues that have arisen during its implementation that may require changes. The PTSC currently meets on an annual basis. The Terms of Reference (TOR) for the PTSC allows for the committee to act as the advisory committee, to provide recommendations to the SWC and further to the PRRD Board of Directors (Board) when a need for a major amendment has been identified throughout implementation of the 10-year RSWMP timeframe. The Board makes the final amendment approvals through resolutions for submission to the Ministry.

First Nations will be invited to participate on the PTSC as an active role in advising the amendment. This is in addition to any direct engagement with the First Nations Communities within the Chetwynd Area.

See Appendix B for Plan Initiation notices.

3.1 Public Advisory Committee

As the PRRD already has the PTSC in place with a TOR that includes review of amendments that have been identified through implementation of the 10- year RSWMP timeframe, this committee will act as the public advisory committee for the RSWM amendment. The PTSC consists of:

- Member municipalities staff;
- First Nation neighbor's;
- PRRD waste management contractors and partners;
- Public agencies such as the Ministry of Environment and Climate Change Strategy;
- Private and non-profit sectors;
- Industry and institutional representatives; and
- General public.

To convene the PTSC, the PRRD reached out directly to member municipalities, First Nations and PRRD solid waste operations contractors. The PTSC membership represents individuals and organizations interested in solid waste management. Members were chosen based on geography, demographics, interests, and perspectives and is open to members of the public interested in solid waste.

Members of the PTSC were notified that the requirements of the committee would be different this year due to the proposed RSWMP amendment. The PTSC will meet twice over a five-month time period to make a recommendation to the SWC for the proposed amendment.

See Appendix C for the PTSC membership list and Appendix D for the TOR.

4.0 PUBLIC CONSULTATION DESIGN

4.1 Consultation Options

Public engagement is an important component of the amendment process. Tetra Tech will work closely with PRRD staff to engage key stakeholders including community members, commercial businesses, First Nations, and producers during the consultation period and will incorporate the tools below as relevant.

- Online Tools and Local Media – Early in the project, the community at large will be made aware of the amendment and opportunities to provide input. Website updates and use of local media to reach the broader Regional District audience will serve as a way to engage the broader community.
- Public Engagement and Open Houses – On an as requested basis, existing gatherings and community events may be targeted to provide a “captive audience” and ensure participation beyond the same set of community members. Afternoon and evening meetings as well as “intercept” interviews outside of local meeting places may be utilized as a tool to engage and update residents about feedback opportunities.
- Focused Engagement – One-on-one follow-up, both in person and via phone/teleconference, to gather feedback and opinions from key interested parties without the external influences present in workshops and focus groups. Tetra Tech or PRRD will conduct follow-up throughout the process to inform and shape the consultation if required based on responses received.
- First Nations Engagement – Dialogue with First Nations will be ongoing and will be both an open invitation for participation as well as targeted reach-out for direct engagement.
- Adjacent Landowner Engagement – Adjacent landowners, within 1km of a potential future facility, will be communicated with directly.

The Plan includes the methodology for tracking and assessing the implementation of the Plan to meet the requirement for “adequate” consultation referenced in the Guide, noting that the Plan is for a focused amendment and as such as more targeted consultation to the Chetwynd area.

4.2 Consultation Plan

A preliminary plan to inform the public and obtain limited feedback is laid out in this document and factors in how the draft RSWMP Amendment will either be recommended or rejected by the PTSC. Specifically, as it is considered a “focused amendment” a more focused level of direct communication is planned for the Chetwynd Area with notification planned for the broader Regional District. The broader Regional District will also be represented through the PTSC which will have input to all aspects of the RSWMP Amendment. The preliminary plan will be presented to the PTSC for feedback and approval. The Plan will be revised accordingly and presented to the SWC for approval and then to the Board for approval to implement.

The preliminary plan is summarized below.

Advisory Committee Communication

- Advise PTSC of the proposed RSWMP Amendment and meeting date.
- Conduct directed outreach towards representatives of key collaborator groups (i.e., adjacent landowners to proposed sites in Chetwynd Area).

Website – Publicly Accessible Documents

- Information on work completed to date for the potential future facility locations will be made available, however, consultation reporting at this time will be limited to the RSWMP Amendment and not the potential future facility locations themselves.
- The consultation summary report will be posted and publicly available.

Email and Letter Communication

- An email and/or letter will be sent to all Local Governments and First Nations within the PRRD informing them of the need for the RSWMP Amendment, the proposed additional section and directing them to the website for further information and as a way to provide feedback. A direct contact will also be provided should they like to request more focused engagement for their community.

Media Release

- Media release with key messages to the Regional District.

Open House / In Person Meetings

- On an as requested basis.

First Nation Meetings

- Meetings to present the draft SWMP Amendment will be offered directly to West Moberly First Nation and Saulneau First Nation and others if requested.

Focused Engagement

- There may be a need to engage with specific user groups who will be directly affected (e.g., adjacent landowners within 1 km to potential future facilities). The form of this engagement will be determined through the specific need identified or request made.

Throughout the consultation process feedback will be gathered through an email address provided within all communication identified above as well as requested in person meetings/dialogue through the focused engagement.

4.3 Timeline

The expected timeline for each phase of engagement is outlined below.

Table 4-1: Consultation Tracking Plan Implementation

Consultation Component	Estimated Timeline
Advisory Committee Communication	February 26, 2025
PTSC Meeting – Amendment Initiation	March 27, 2025
Website Page Updated	May 2, 2025
Email and Letter Communication to Local Government, First Nations and Adjacent Landowners	May 2, 2025
Media Releases	May 2, 2025
Presentations to West Moberly First Nation and Saulneau First Nation	Early June 2025
Focused Engagement (as required)	Ongoing May – June 2025
Local Government, First Nations Engagement and Adjacent Landowners (as required)	Ongoing May – June 2025
PTSC Meeting – Consultation Summary	July 18, 2025

5.0 PROMOTION

The RSWMP Amendment will be communicated in the following ways:

1. The RSWMP Amendment will be initiated by notifying the Ministry, the Regional District Board, member municipalities, and First Nations in the PRRD via email or letters.
2. Media Release - newspaper, PRRD website, and through social media.
3. PRRD website document page - reports completed to date and resulting consultation summary report will be made publicly available.
4. Direct notices to First Nations, Local Governments, and adjacent landowners.
5. Consultation Tracking Plan Implementation

The Ministry requires that data on consultation conducted, and feedback received is collected and tracked during the public consultation process and that this information is included in the RSWMP Amendment. PRRD will track and compile data/feedback during the public consultation process to collect the following information and provide for consultation within the consultation summary report.

Table 5-1: Consultation Tracking Plan Implementation

Consultation Event or Milestones	Ministry Tracking Requirements
Letters Issued	Date, Recipient, Copy
Media Release	Date, Media, Copy
Open houses or other events (if requested / occurs)	Date, Location, Attendees
Feedback during consultation activities (via email, requested in person meetings)	<ul style="list-style-type: none"> ▪ Topic of feedback received. ▪ Comments received.
Outcome	Recommendation or rejection on amendment

6.0 PLAN IMPLEMENTATION

PRRD staff will respond to and engage with interested parties and the public at large as the RSWMP Amendment implementation moves ahead.

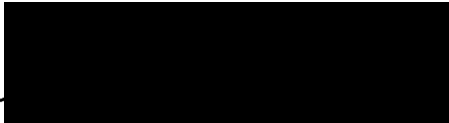
7.0 LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of the Peace River Regional District and their agents. Tetra Tech Canada Inc. (operating as Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than Peace River Regional District, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document attached in the Appendix or Contractual Terms and Conditions executed by both parties.

8.0 CLOSURE

We trust this document meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,
Tetra Tech Canada Inc.



Prepared by:
Rana Mandour, P.Eng.
Project Engineer
Solid Waste Management Practice
Direct Line: 587.460.3481
Rana.Mandour@tetrattech.com

Reviewed by:
Sarah Keith, B.Sc.
Manager
Solid Waste Management Practice
Direct Line: 306.940.9967
Sarah.Keith@tetrattech.com

Enclosure: Appendix A RSWMP Amendment Resolution (To Be Attached Once Issued)
 Appendix B Plan Initiation Notice to PTSC Members
 Appendix C PTSC Membership List
 Appendix D Terms of Reference
 Appendix E Limitations on the Use of this Document

APPENDIX A

RSWMP AMENDMENT RESOLUTION (TO BE ATTACHED ONCE ISSUED)

APPENDIX B

PLAN INITIATION NOTICE TO PTSC MEMBERS

Mandour, Rana

From: Rana.Mandour@tetrattech.com
Subject: Save the Date - March 27, 2025 - Public and Technical Stakeholder Committee meeting
Attachments: PTSC Cmte ToR Final Feb 20, 2025.pdf

From: Suzanne Garrett <Suzanne.Garrett@prrd.bc.ca>

Sent: Wednesday, February 26, 2025 9:10 AM

To: [REDACTED]

Subject: Save the Date - March 27, 2025 - Public and Technical Stakeholder Committee meeting

Good morning,

The PRRD will be hosting a Public and Technical Stakeholder Committee (PTSC) meeting on March 27, 2025 to focus on a required amendment to the Regional Solid Waste Management Plan (RSWMP). In order to facilitate Strategy 12 of the 2021 RSWMP to assess long-term disposal options, the PRRD intends to seek input and approval for an amendment of the RSWMP to include potential new facility locations of a landfill or transfer station.

Attached is the revised Terms of Reference for the PTSC, which includes the addition of a goal of the PTSC to act as the advisory committee for required major amendments within the 10 year RSWMP timeframe. This additional goal was approved by the PRRD Board on February 20, 2025. An information package including further details on the proposed amendment and consultation plan will be provided in advance of the meeting by March 14th.

We kindly ask that you be available for this meeting and that you confirm your attendance indicating in person or virtual by March 7, 2025 to environmental.services@prrd.bc.ca.

Best regards,

Suzanne Garrett | Corporate Services Coordinator
Direct: 250-784-3206 | suzanne.garrett@prrd.bc.ca

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8
Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



PEACE RIVER
REGIONAL DISTRICT

diverse. vast. abundant.

IMPORTANT: The information transmitted herein is confidential and may contain privileged or personal information. It is intended solely for the person or entity to which it is addressed. Any review, re-transmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

APPENDIX C

PTSC MEMBERSHIP LIST

Public and Technical Stakeholder Committee List

Municipalities	
District of Chetwynd	Desirée LeBlanc, Dir of Engineering & Public Works
City of Dawson Creek	Devon Aaroe, GM Development Services
City of Fort St. John	Milo MacDonald, CAO
	Jeremy Garner
District of Hudson's Hope	Crystal Brown, CAO
Village of Pouce Coupe	Blair Deveau, Fire Chief
	Matthew Cybulski, CACO
District of Taylor	Ryan Nelson, Dir of Operations
District of Tumbler Ridge	Jason Bradley, Dir of Ops & Infrastructure
First Nations	
Blueberry River First Nations	Chief Judy Desjarlais
Doig River First Nations	Owen Bloor, B.Sc., MPLAN, Land Use Planner
Halfway River First Nations	Chief Darlene Hunter
Kwadacha Nation	Chief Darryl McCook
McLeod Lake Indian Band	Chief and Council (Stephanie Rocheleau)
Prophet River First Nations	Chief Valerie Askoty
Saulteau First Nations	Chief Rudy Paquette
Tsay Keh Dene Band	Chief Johnny Pierre
West Moberly First Nations	Chief Roland Wilson
Ministry of Environment and Climate Change Strategy	
Leonard Cook	
PRRD Contractors and Partners	
Blue Sky Distributing Ltd.	Keith Loomis
Dusty Road Ventures Ltd.	Tammie Jensen
Element Disposal	Josh Gilmour
Green for Life Environmental	Corey Pomeroy
R3 Recycle It Resource Recovery	Lindsay Heal
Secure Energy	Carol Arrieta
Whissell Waste Solutions	Monica Bodner

Updated: January 14, 2025

APPENDIX D

TERMS OF REFERENCE



Solid Waste Management Plan Public Stakeholder Technical Committee Terms of Reference

1 BACKGROUND:

1.1 Regional Districts in British Columbia are mandated by the Provincial *Environmental Management Act* to develop Regional Solid Waste Management Plans (RSWMP). The most recent RSWMP was approved in October, 2022, and is a long term vision for how the Peace River Regional District (PRRD) will manage municipal and rural solid waste for the next 10 years. The RSWMP identifies the need to create a Public Technical Stakeholder Committee (PTSC) which will monitor the implementation and effectiveness of the RSWMP and identify concerns and issues that have arisen during its implementation that may require changes.

2 GOAL OF THE COMMITTEE:

2.1 The intent of the Public Technical Stakeholder Committee (PTSC) is to oversee the implementation of RSWMP and make recommendations to the PRRD Solid Waste Committee (SWC).

2.2 When the need for a major amendment has been identified through implementation of the 10-year RSWMP timeframe, the PTSC will act as an Advisory Committee to provide advice and feedback on consultation activities with the stakeholders provided in the consultation plan for these planned amendments to the SWC.

3 OBJECTIVES:

3.1 To act as a sounding board for the PRRD to review results of feasibility assessments, including cost benefit analysis, and pilot programs;

3.2 To identify concerns and issues that may arise in the implementation process;

3.3 To make suggestions for the annual Solid Waste Strategic Plan for approval by the Regional Board; and

3.4 To review the annual report prior to recommending the approval by the Regional Board.

4 AUTHORITY:

4.1 The PTSC makes recommendations to the PRRD Board via the SWC. The Board is the final authority on decisions.

5 COMMITTEE ORGANIZATION:

5.1 A Chair and Vice Chair will be appointed by the SWC.

5.2 The General Manager of Environmental Services and the Solid Waste Manager, and/or designate.

5.3 Secretarial services will be provided by the PRRD.

5.4 Members may be chosen to form an Advisory Committee and provide technical advice.

6 MEMBERSHIP:

6.1 The PTSC will be comprised of representation from the following:

- 6.1.1 Member municipalities staff;
- 6.1.2 First Nation neighbor's;
- 6.1.3 PRRD waste management contractors and partners;
- 6.1.4 public agencies such as the Ministry of Environment and Climate Change Strategy;
- 6.1.5 private and non-profit sectors;
- 6.1.6 industry and institutional representatives; and
- 6.1.7 the general public.

6.2 Members will be contacted directly, as well as general open invitations on the PRRD website and social avenues.

6.3 Memberships will be open to all who are interested in solid waste management.

6.4 The Membership will be continuous through the term of the most current RSWMP.

7 REMUNERATION AND EXPENSES:

7.1 Membership to the PTSC shall be strictly on a volunteer basis. Compensation from the PRRD for work performed as a member of the PTSC will be provided as follows:

- 7.1.1 Per the Regional Board's Financial Policy, mileage will be paid to all volunteer members of the PTSC (except Ministry Staff and paid members of Commissions).
- 7.1.2 Refreshments and lunch meal (if required) will be provided at all meetings.

8 RULES OF PROCEDURE:

8.1 Robert's Rules of Order apply.

8.2 The PTSC is advisory and all recommendations will be forwarded to the Regional District Solid Waste Committee or Regional Board for consideration.

8.3 All issues that come before the PTSC shall be recorded in the minutes and presented to the SWC for further review and approval.

8.4 **Conflict of Interest:** Persons sitting as Committee members shall exclude themselves from meetings that may place them in conflict of interest.

9 MEETINGS OF THE PUBLIC TECHNICAL STAKEHOLDER COMMITTEE:

9.1 **Scheduled Meetings:**

9.1.1 Meetings of the PTSC will take place annually within quarter 4, prior to the first annual Solid Waste Committee Meeting of each year.

9.2 This schedule is subject to change. All regular agendas and meeting dates shall be arranged by the PRRD in consultation with the PTSC members. All meeting dates will be confirmed at least two weeks prior to the meetings with agendas being provided to the PTSC members and other interested parties at least one week prior to meetings. Agendas will also be posted on the Peace River Regional District website at www.prrd.bc.ca.

10 MINUTES:

10.1 Notes and action items arising from each meeting will be documented and attached to the following SWC meeting agenda.

11 REPORTING TO THE PRRD SOLID WASTE COMMITTEE:

11.1 Recommendations adopted by the PTSC will be presented to the PRRD Solid Waste Committee or Regional Board by way of a covering report drafted by PRRD staff.

Date Committee Established			November 24, 2022
Date Approved by Board	November 24, 2022	Board Resolution#	RD/22/11/11 (24)
Amendment Date	February 20, 2025	Board Resolution #	RD/25/02/26
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	

APPENDIX E

LIMITATIONS ON THE USE OF THIS DOCUMENT

LIMITATIONS ON USE OF THIS DOCUMENT

GEOENVIRONMENTAL

1.1 USE OF DOCUMENT AND OWNERSHIP

This document pertains to a specific site, a specific development, and a specific scope of work. The document may include plans, drawings, profiles and other supporting documents that collectively constitute the document (the "Professional Document").

The Professional Document is intended for the sole use of TETRA TECH's Client (the "Client") as specifically identified in the TETRA TECH Services Agreement or other Contractual Agreement entered into with the Client (either of which is termed the "Contract" herein). TETRA TECH does not accept any responsibility for the accuracy of any of the data, analyses, recommendations or other contents of the Professional Document when it is used or relied upon by any party other than the Client, unless authorized in writing by TETRA TECH.

Any unauthorized use of the Professional Document is at the sole risk of the user. TETRA TECH accepts no responsibility whatsoever for any loss or damage where such loss or damage is alleged to be or, is in fact, caused by the unauthorized use of the Professional Document.

Where TETRA TECH has expressly authorized the use of the Professional Document by a third party (an "Authorized Party"), consideration for such authorization is the Authorized Party's acceptance of these Limitations on Use of this Document as well as any limitations on liability contained in the Contract with the Client (all of which is collectively termed the "Limitations on Liability"). The Authorized Party should carefully review both these Limitations on Use of this Document and the Contract prior to making any use of the Professional Document. Any use made of the Professional Document by an Authorized Party constitutes the Authorized Party's express acceptance of, and agreement to, the Limitations on Liability.

The Professional Document and any other form or type of data or documents generated by TETRA TECH during the performance of the work are TETRA TECH's professional work product and shall remain the copyright property of TETRA TECH.

The Professional Document is subject to copyright and shall not be reproduced either wholly or in part without the prior, written permission of TETRA TECH. Additional copies of the Document, if required, may be obtained upon request.

1.2 ALTERNATIVE DOCUMENT FORMAT

Where TETRA TECH submits electronic file and/or hard copy versions of the Professional Document or any drawings or other project-related documents and deliverables (collectively termed TETRA TECH's "Instruments of Professional Service"), only the signed and/or sealed versions shall be considered final. The original signed and/or sealed electronic file and/or hard copy version archived by TETRA TECH shall be deemed to be the original. TETRA TECH will archive a protected digital copy of the original signed and/or sealed version for a period of 10 years.

Both electronic file and/or hard copy versions of TETRA TECH's Instruments of Professional Service shall not, under any circumstances, be altered by any party except TETRA TECH. TETRA TECH's Instruments of Professional Service will be used only and exactly as submitted by TETRA TECH.

Electronic files submitted by TETRA TECH have been prepared and submitted using specific software and hardware systems. TETRA TECH makes no representation about the compatibility of these files with the Client's current or future software and hardware systems.

1.3 STANDARD OF CARE

Services performed by TETRA TECH for the Professional Document have been conducted in accordance with the Contract, in a manner

consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions in the jurisdiction in which the services are provided. Professional judgment has been applied in developing the conclusions and/or recommendations provided in this Professional Document. No warranty or guarantee, express or implied, is made concerning the test results, comments, recommendations, or any other portion of the Professional Document.

If any error or omission is detected by the Client or an Authorized Party, the error or omission must be immediately brought to the attention of TETRA TECH.

1.4 DISCLOSURE OF INFORMATION BY CLIENT

The Client acknowledges that it has fully cooperated with TETRA TECH with respect to the provision of all available information on the past, present, and proposed conditions on the site, including historical information respecting the use of the site. The Client further acknowledges that in order for TETRA TECH to properly provide the services contracted for in the Contract, TETRA TECH has relied upon the Client with respect to both the full disclosure and accuracy of any such information.

1.5 INFORMATION PROVIDED TO TETRA TECH BY OTHERS

During the performance of the work and the preparation of this Professional Document, TETRA TECH may have relied on information provided by third parties other than the Client.

While TETRA TECH endeavours to verify the accuracy of such information, TETRA TECH accepts no responsibility for the accuracy or the reliability of such information even where inaccurate or unreliable information impacts any recommendations, design or other deliverables and causes the Client or an Authorized Party loss or damage.

1.6 GENERAL LIMITATIONS OF DOCUMENT

This Professional Document is based solely on the conditions presented and the data available to TETRA TECH at the time the data were collected in the field or gathered from available databases.

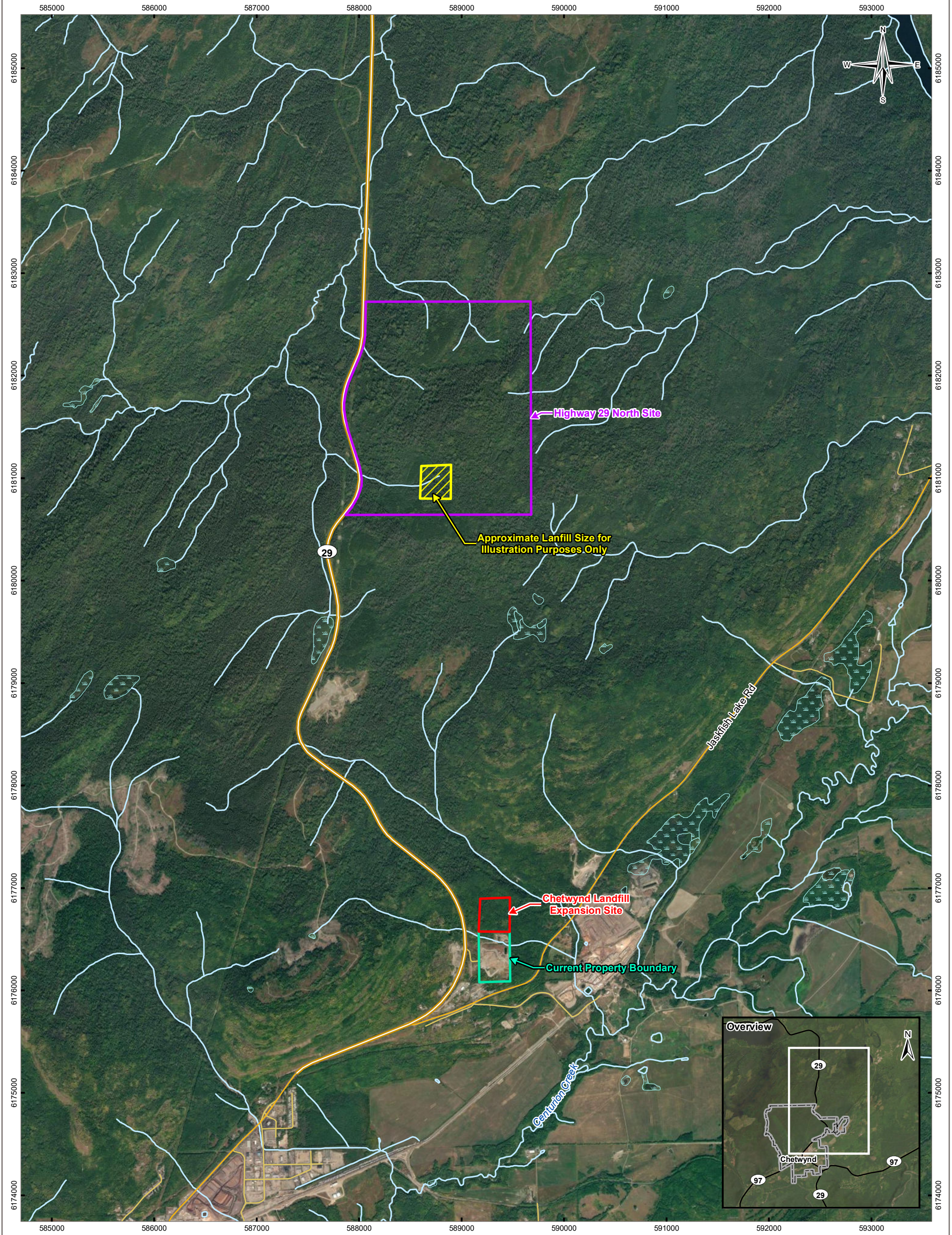
The Client, and any Authorized Party, acknowledges that the Professional Document is based on limited data and that the conclusions, opinions, and recommendations contained in the Professional Document are the result of the application of professional judgment to such limited data.

The Professional Document is not applicable to any other sites, nor should it be relied upon for types of development other than those to which it refers. Any variation from the site conditions present, or variation in assumed conditions which might form the basis of design or recommendations as outlined in this report, at or on the development proposed as of the date of the Professional Document requires a supplementary exploration, investigation, and assessment.

TETRA TECH is neither qualified to, nor is it making, any recommendations with respect to the purchase, sale, investment or development of the property, the decisions on which are the sole responsibility of the Client.

1.7 NOTIFICATION OF AUTHORITIES

In certain instances, the discovery of hazardous substances or conditions and materials may require that regulatory agencies and other persons be informed and the client agrees that notification to such bodies or persons as required may be done by TETRA TECH in its reasonably exercised discretion.



LEGEND

- Current Property Boundary
- Chetwynd Landfill Expansion Site
- Highway 29 North Site
- Approximate Lanfill Size for Scale

Base Data

- Highway
- Main Road
- Local Road
- Watercourse/Waterbody
- Wetland

NOTES
 Base data source:
 Imagery from ESRI; Maxar
 Base data from CanVec (2019) and Fresh Water Atlas (2023)

**NEW LANDFILL FEASIBILITY STUDY
 PEACE RIVER REGIONAL DISTRICT**

**Schedule G: Figure of Expansion Area
 and Potential Relocation Sites**

PROJECTION UTM Zone 10	DATUM NAD83	CLIENT Peace River Regional District
Scale: 1:35,000		
700 350 0 700		
FILE NO. SWOP04805-02_Fig01_ExpansionSites.mxd		
OFFICE TL-VANC	DWN DS	CKD RM
DATE March 11, 2025	APVD SK	REV 0
PROJECT NO. SWM.SWOP04805-02		Figure 1



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-182

From: Environmental Services

Date: April 11, 2025

Subject: PRRD Solid Waste Collection System Network Study

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board no longer pursue purchasing land or building attended transfer stations until a study can be completed to evaluate the existing solid waste collection system network and options for implementation are provided to move forward.

BACKGROUND/RATIONALE:

On December 9, 2022 the Regional Board passed the following resolutions:

MOVED, SECONDED and CARRIED,

That the Regional Board receive the report titled “2023 Supplemental Request – Land Purchases Hasler Flats and Beatton River, ENV-SWC-123” and approve the business case as presented for land purchases at Hasler Flats and Beatton River for future attended transfer station sites; further, that \$200,000 be allocated for the project of the 2023 Solid Waste Budget.

MOVED, SECONDED and CARRIED,

That the Regional Board receive the report titled “2023 Supplemental Request – Transfer Station Design Groundbirch, Lebell, Lone Prairie, ENV-SWC-124” and approve the business case as presented for Engineering Services for Manned Transfer Station Builds – Groundbirch, Lebel, Lone Prairie; further, \$100,000 be allocated for the project as part of the 2023 Solid Waste Budget with additional funding to come forward as part of the 2024 budget process for construction of the facilities.

On May 4, 2023, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board award Request for Proposal 26-2023 titled “Attended Transfer Station Development Groundbirch, Lebell, Lone Prairie” to Morrison Hershfield Limited at a cost of \$286,238.75 (excluding taxes) for a two year contract; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

On July 20, 2023, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize staff to investigate the option to purchase a 1-1.5 acre portion of land on the property identified as PID 006-154-620 for the future attended Lone Prairie Transfer Station as an alternative to a 25-year lease.

On November 21, 2024 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board provide capital budget pre-approval for the 2025 supplemental request/business cases:

- 1. Construction of Attended Tier 1 Transfer Stations – Groundbirch and Lebell \$4,000,000*
 - 2. Tumbler Ridge and Hudson’s Hope Transtor Replacement \$1,125,000*
- and authorize the inclusion of the expenses in Function 500 – Regional Solid Waste Management 2025-2029 PRRD Financial Plan.*

During the Special Board Meeting held February 26, 2025 the Regional Board passed an alternate recommendation which removed the construction of the Groundbirch and Lebell attended transfer station builds from Function 500 as part of the 2025 budget. This is the third instance since 2021 that the project has been deferred for design or construction. In 2021 the design of the project was removed through the 2021 budget process and in 2024, the construction of the Lebell attended transfer station was deferred to 2025.

On July 20, 2023, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize staff to research and report back on different models of solid waste programs that are in place in other local governments and report back in 2024.

On February 25, 2025, staff was able to visit two attended and one unattended transfer stations in Saddle Hills County. The attended sites visited closely mirrored the PRRD’s tier one sites, offering collection of household bagged waste, separated wood, metal, and stewardship items such as used oil, agricultural plastics, tires, paint, and electronics. A share shed was present on site as well as 24-hour access bins for household bagged waste and commingled recycling. One station was open 40 hours per week, while the other was open 16 hours per week. The unattended site visited mirrored the PRRD’s system with 6-yard bins available for residents to dispose of household waste, however, they also had commingled recycling available.

As an alternative to proceeding with construction of new attended transfer stations, staff proposes working with a consultant to complete a network assessment for the existing collection network in 2026. The assessment will evaluate the level of service currently provided, identify gaps, and provide options for implementation. The study will also look at other models used in other local governments when preparing options for consideration.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

Through the 2025 budget process, \$200,000 was allocated as a carry forward project for the purchase of land in the Hasler Flats and Beatton River for future attended transfer station sites.

Although not included in the 2025 Function 500 Regional Solid Waste budget, the construction of Groundbirch and Lebell was estimated to cost \$4,000,000:

- Engineering \$400,000.
- Groundbirch Construction \$1,900,000.
- Lebell Construction \$1,700,000.

A supplemental request will be presented to the Solid Waste Committee for the 2026 Function 500 Budget for the PRRD Solid Waste Collection Network Assessment.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-183

From: Environmental Services

Date: April 11, 2025

Subject: PRRD Illegal Dumping (Littering) Policy No. 0340-85

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board adopt the PRRD Illegal Dumping (Littering) Policy No. 0340-85 which provides guidelines as it pertains to PRRD owned and operated facilities, including monitoring, reporting, response, and enforcement.

BACKGROUND/RATIONALE:

On April 18, 2024, the Regional Board passed the following resolution.

MOVED, SECONDED and CARRIED,

That the Regional Board develop an “Illegal Dumping Policy” to inform decision making objectives around re-occurring illegal dumping at Peace River Regional District solid waste sites.

Illegal dumping, or littering, is the act of depositing waste materials in unauthorized locations and unfortunately is not new to the Peace River Regional District (PRRD). Instances of littering can result in increased hazards to individuals accessing the area, increased attraction of wildlife, negative environmental impacts, increased operational costs, and encourages continued littering at the location.

The PRRD Illegal Dumping (Littering) Policy (attached) is intended to address littering on PRRD owned, leased, tenured, operated facilities and lands owned or managed by the PRRD. Instances of illegal dumping taking place on crown or private lands are outside the scope of this Policy.

For littering taking place at PRRD facilities, the policy provides guidelines on monitoring, reporting, response, and enforcement. Through the policy, PRRD program or facilities that experience continual instances of littering will be evaluated to determine ongoing delivery. Through these evaluations, the PRRD may choose to close facilities or discontinue programs.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

Littering that takes place at PRRD facilities is handled and cleaned up through a combination of PRRD staff or designated contractors. Costs associated with the cleanup of littering are reflective of the amount of material being deposited on properties and will vary year over year.

COMMUNICATIONS CONSIDERATION(S):

If adopted, the policy will be utilized by PRRD staff to ensure proper records are being kept and for planning education campaigns and implementing site signage.

OTHER CONSIDERATION(S):

Instances of illegal dumping on crown lands fall within the purview of the Province, however as the PRRD receives reports of illegal dumping, instances will be tracked and reported through the Report All Poucher and Polluters (RAPP) Line 1-877-952-7277.

Attachments:

1. PRRD Illegal Dumping (Littering) Policy No. 0340-85

External Links:

1. [24 Hour Pilot Expansion Update at Rolla and Cecil Lake Transfer Stations](#) – See 9.1 on the Solid Waste Committee Agenda dated April 5, 2024.



PRRD ILLEGAL DUMPING (LITTERING) POLICY

Department	Environmental Services	Policy No.	0340-85
Section	General	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
----------	--	--------------------	--

1. Purpose

1.1 The purpose of the Peace River Regional District (PRRD) Illegal Dumping (Littering) Policy is to establish clear objectives for addressing improper disposal of waste at PRRD facilities and to ensure a consistent and prompt response from PRRD.

2. Scope

2.1 The PRRD Illegal Dumping (Littering) Policy will apply to all users of PRRD facilities as defined within the PRRD Facility Inspection Policy 0340-79 and include disposal by all users and operators.

2.2 This policy does not cover illegal dumping that occurs on private, provincial or federal lands.

3. Definitions

3.1 **Hazards** means any source of regular defect, maintenance issues, or safety concern that has the potential to damage, harm or lead to adverse health effects on something or someone.

3.2 **Facility** means any building, structure or lands which the Regional District owns, leases, tenures or operates to deliver a service and may include such uses as solid waste sites, parks, community halls, fire halls, office buildings, recreational facilities and lands, wastewater infrastructure, potable water infrastructure, and other capital infrastructure.

3.3 **Littering** means the disposal of waste outside of a designated disposal receptacle, disposal of waste into a receptacle that is intended for a specific material or illegal depositing of waste materials in unauthorized locations at PRRD facilities.

3.4 **Illegal dumping** means the disposal of waste outside of a designated disposal receptacle, disposal of waste into a receptacle that is intended for a specific material or



illegal depositing of waste materials in unauthorized locations, such as crown land or private property or in an unauthorized fashion.

- 3.5 **Receptacles** mean any bins onsite for the collection and temporary storage of waste or recyclables such as 6-yard bins, roll off bins, curbside containers, or mega bags.
- 3.6 **Waste** means any material, substance, or byproduct that is no longer needed, wanted, or usable in its current form and is discarded or intended for disposal and originates from residential or Industrial, Commercial, or Institutional sources.

4. Policy Statement

- 4.1 The PRRD provides residents with opportunities to dispose of **waste** in a safe and controlled manner throughout the region.
- 4.2 Every person disposing of **waste** at a **facility** shall deposit the **waste** in the appropriate **receptacles**.
- 4.3 **Waste** placed outside of, on the ground or outside, a **receptacle** is considered **illegal dumping** or **littering**.
- 4.4 Results of **littering** or **illegal dumping** include:
 - a) Increased **hazards** to individuals in or around disposal sites.
 - b) Increased **hazards** to individuals collecting, transporting, and disposing of waste.
 - c) **Hazards** from unidentified aerosols, leachate, or sharp objects.
 - d) Increased attraction of animals and insects attracted to **waste** that may transfer disease or act aggressively towards users.
 - e) Environmental impacts, including contamination of streams, rivers, soil, and groundwater.
 - f) Damage to wildlife habitats and increased risks of forest fires due to hazardous materials.
 - g) Decreased **waste** diversion from PRRD landfills.
 - h) Increased haulage and processing costs.
 - i) Encouragement of further **littering** or **illegal dumping** by subsequent users.
- 4.5 Monitoring
 - a) PRRD performs monthly inspections of transfer stations and landfills as per the PRRD Facility Inspection Policy 0340-79.
 - b) PRRD contractors participate in monitoring our sites through operations of **facilities**.
 - c) Reported instances of **littering** and **illegal dumping** will be tracked by PRRD staff.



- d) The PRRD may employ various methods such as the use of video cameras or security personnel to monitor **facilities** outside of operating hours.

4.6 Reporting

- a) The PRRD encourages community engagement in reporting **littering** incidents at PRRD facilities. Citizens are urged to report **littering** on PRRD property to (250) 784-3200 or send an email to Environmental.Services@prrd.bc.ca.
- b) Citizens experiencing or witnessing **illegal dumping** on private property or crown land are strongly encouraged to report the incident to the Report All Poucher and Polluters (RAPP) line 1-877-952-7277.

4.7 Response

- a) When instances of **littering** and/or **illegal dumping** are reported, PRRD staff will record the date and location of the event.
- b) Littered materials will be investigated, collected and disposed of by the PRRD or designated contractors.
- c) PRRD will implement educational programs and signage to inform the public about the consequences of **littering** and promote proper **waste** disposal practices.
- d) The PRRD will share incidents of **littering** on site specific signage boards and social media to inform the public about the challenges of keeping facilities clean and reminders of the proper use of the **receptacles** and **facilities** provided.

4.8 Enforcement

- a) Identified or reported **littering** may be investigated to determine the person(s) responsible.
- b) Under local Bylaw enforcement, individuals found littering face fines from \$500 up to \$2,000.
- c) PRRD **facilities** and programs that experience continual instances of **littering** will be evaluated for determination of on-going delivery. Through these evaluations, the PRRD may close **facilities** or programs.
- d) When the PRRD receives reports of **illegal dumping** on Provincial, Federal, or private lands, the PRRD will report the incident to the RAPP line.

Affiliated Policy	PRRD Facility Inspection Policy 0340-79
Affiliated Procedure	



**SOLID WASTE PUBLIC AND TECHNICAL STAKEHOLDER COMMITTEE
MEETING MINUTES**

**March 27, 2025, 1:00 p.m.
1981 Alaska Avenue, Dawson Creek, BC**

- Directors Present: Director Hiebert, Electoral Area D, Committee Chair
Director Zabinsky, City of Fort St. John (via Zoom)
- Committee members: Cindy Edgar, District of Hudson’s Hope (via Zoom)
Gil Davies, West Moberly First Nations (via Zoom)
Devon Aaroe, City of Dawson Creek
Prashanth Subburam, Ministry of Environment and Parks (via Zoom)
John Stockmans, Saúlteau First Nation
Lindsay Heal, Recycle It-Resource Recovery (via Zoom)
Owen Bloor, Doig River First Nations (via Zoom)
Ryan Galay, District of Taylor (via Zoom)
Nathan Prince, McLeod Lake Indian Band (via Zoom)
Jeremy Gardner, City of Fort St. John (via Zoom)
Cory Pomeroy, Green for Life Environmental (via Zoom)
Tammy Jensen, Mile 62.5 Contractor (via Zoom)
Kaileigh Dynna and Bill Symons, e360 Contractor (via Zoom)
- Staff Present: Joanne Caldecott, Deputy Corporate Officer
Kari Bondaroff, General Manager of Environmental Services
Gerritt Lacey, Solid Waste Manager
Colin Bates, Solid Waste Foreman
Terry McKinnon, Solid Waste Coordinator
Genevieve Mulvahill, Environmental Services Clerk
Suzanne Garrett, Corporate Services Coordinator/Recorder
- Delegation: **TetraTech**
Sarah Keith, Project Scientist and Regulatory Expert (via Zoom)

- 1. CALL TO ORDER**
Committee Chair Hiebert called the meeting to order at 1:00 p.m.
- 2. ADOPTION OF AGENDA**
MOVED Director Zabinsky
SECONDED Owen Bloor
That the Solid Waste Public and Technical Stakeholder Committee adopt the March 27, 2025 agenda:
 - 1. CALL TO ORDER**
 - 2. ADOPTION OF AGENDA**
 - 3. GALLERY QUESTIONS OR COMMENTS**



4. ADOPTION OF MINUTES

4.1 Solid Waste Public and Technical Stakeholder Committee Draft Meeting Minutes of October 4, 2024

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

6.1 Tetra Tech Re: Regional Solid Waste Management Plan Amendment Consultation Plan

7. CORRESPONDENCE

8. REPORTS

8.1 PRRD Regional Solid Waste Management Plan Amendment Consultation Plan, ENV-SWPTSC-004

9. NEW BUSINESS

10. ITEM(S) FOR INFORMATION

10.1 Solid Waste Committee Terms of Reference

11. ROUNDTABLE

12. ADJOURNMENT

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Solid Waste Public and Technical Stakeholder Draft Committee Meeting Minutes of October 4, 2024

MOVED Director Zabinsky

SECONDED Owen Bloor

That the Solid Waste Public and Technical Stakeholder Committee adopt the Solid Waste Public and Technical Stakeholder Committee Meeting minutes of October 4, 2024.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

Sarah Keith, B.Sc., Project Scientist and Regulatory Expert for Tetra Tech delivered a presentation titled "Regional Solid Waste Management Plan Amendment" which included the following information:

- Last Project Timeline
- Current Project Timeline
- Desktop Site Selection
- Site Reconnaissance
- Further Environmental Field Work
- Consultation to Date
- What We Have Heard
- Regional Solid Waste Management Plan (RSWMP) Amendment
- Strategy 12: Monitor the PRRD's three active landfills to continually assess long-term disposal options
- Proposed Amendment Text
- Proposed RSWMP Schedule
- Proposed Consultation Plan
- RSWMP Amendment Timeline



A question-and-answer period ensued and included:

- In response to a question regarding the definition of ‘consultation’, Ms. Keith noted that for the purposes of the amendment to the Regional Solid Waste Management Plan (RSWMP) consultation would be specific to the administrative amendment, with opportunity for feedback through email and in person meetings/open houses as requested. Feedback will be collated resulting in a summary report.
- Ms. Keith noted that the engagement process regarding the proposed landfill site(s) will be ongoing and separate from the RSMP amendment process.

7. CORRESPONDENCE

8. REPORTS

8.1 PRRD Regional Solid Waste Management Plan Amendment Consultation Plan, ENV-SWPTSC-004

MOVED Director Zabinsky

SECONDED Owen Bloor

That the Solid Waste Committee Public and Technical Stakeholder Committee recommend that the Solid Waste Committee recommend that the Regional Board approve the “Regional Solid Waste Management Plan Amendment – Consultation Plan” dated March 13, 2025, to include the addition of a section for the contemplation of future facilities.

CARRIED

9. NEW BUSINESS

10. ITEMS FOR INFORMATION

Terms of Reference.

11. ROUNDTABLE

12. ADJOURNMENT

The Chair adjourned the meeting at 1:27 p.m.

CERTIFIED a true and correct copy of the Minutes of the Solid Waste Public and Technical Stakeholder Committee from a meeting held on March 27, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Leonard Hiebert, Committee Chair

Suzanne Garrett, Corporate Services
Coordinator/Recorder



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 2022. The current Plan addresses five key areas:
 - a. Strategies to Encourage Reduction, Reuse and Recycling
 - b. Strategies to Increase Organics Diversion
 - c. Strategies to Increase Energy Recovery
 - d. Strategies to Improve Residual Waste Management
 - e. Strategies for Solid Waste Management Funding

2. Role of the Committee:

- 2.1 The general purpose of the Solid Waste Committee of the Peace River Regional District (SWC) is to act as the conduit between the Public Technical Stakeholder Committee (PTSC) and the Peace River Regional District Board regarding matters relating to Solid Waste in the region. The SWC will ensure the following actions are followed:
 - a. To ensure regulatory provisions are appropriate to program delivery and recommend amendments to the Board and staff;
 - b. Adhere to, and amend as appropriate, the Regional Solid Waste Management Plan; and,
 - c. Approve the annual draft Solid Waste budget.

3. Structure of the Solid Waste Committee:

- 3.1 Members: The SWC will consist of six (6) Board members as appointed by the Chair and will consist of:
 - i. Director from the City of Dawson Creek, or their alternate ;
 - ii. Director from the City of Fort St. John, or their alternate;
 - iii. Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, or Village of Pouce Coupe or District of Tumbler Ridge);
 - iv. Director or alternate director from one additional municipality in the North Peace (District of Hudson's Hope or District of Taylor);
 - v. Director or alternate director from the North Peace (Electoral Area 'B' or 'C');
 - vi. Director or alternate director from South Peace (Electoral Area 'D' or 'E');
 - vii. PRRD Board Chair, as ex-officio member;
 - viii. 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 as approved in conjunction with the Board meeting schedule each year;
- 4.2 Meetings will be open to the public;
- 4.3 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 4.4 The PRRD Board Chair will be given a copy of all Committee meeting agendas;
- 4.5 The Committee has the authority to add or reschedule its meetings as necessary.
- 4.6 The Committee has the authority to call special committee meetings as necessary.

5. Procedures:

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

5.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.

Date Committee Established	March 10, 2016	Board Resolution #	RD/16/03/31
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/14
Amendment Date	November 24, 2022	Board Resolution #	RD/22/11/12 (24)
Amendment Date		Board Resolution #	