



PEACE RIVER REGIONAL DISTRICT

Solid Waste Committee Meeting Agenda

December 3, 2020, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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

Committee Chair: Director Rose

Vice-Chair: Director Goodings

	Pages
1. Call to Order	
2. Election of Chair and Vice-Chair	
3. Directors' Notice of New Business	
4. Adoption of Agenda	
5. Gallery Comments or Questions	
6. Adoption of Minutes	
6.1. Solid Waste Committee Draft Meeting Minutes of November 5, 2020	3
7. Business Arising from the Minutes	
8. Delegations	7
8.1. Shane Hedderson, Carly Fraser, in attendance re: Overview of the Agricultural Plastics Recycling pilot program by Cleanfarms (10:45 am) <i>(by invitation of the Committee)</i>	9
8.2. 2021 Solid Waste Budget Presentation - Gerritt Lacey, Solid Waste Manager	11
9. Correspondence	
10. Reports	
10.1. Solid Waste Agreements – Status Update, ENV-SWC-025	26
11. New Business	
12. Diary	

13. Item(s) for Information

39

13.1. Solid Waste Terms of Reference

14. Adjournment



SOLID WASTE COMMITTEE MEETING MINUTES

THURSDAY, NOVEMBER 5, 2020

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE Committee Directors

Director Rose, Electoral Area 'E' – Committee Chair
Director Zabinsky, City of Fort St. John

Via Teleconference:

Director Goodings, Electoral Area 'B'
Director Sperling, Electoral Area 'C' – ex officio

Directors

Director Fraser, District of Taylor (*via teleconference*)

Absent

Director Bumstead, City of Dawson Creek
Alternate Director Deck, District of Chetwynd

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Paulo Eichelberger, GM of Environmental Services
Gerritt Lacey, Solid Waste Manager
Kari Bondaroff, Environmental Services Manager
Loryn Day, Solid Waste Coordinator
Suzanne Garrett, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 10:05 am.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Sperling CleanBC Organic Infrastructure and Collection Program (OICP)

3. ADOPTION OF AGENDA

MOVED Director Zabinsky, SECONDED Director Goodings,
That Solid Waste Committee adopt the November 5, 2020 Meeting Agenda:

1. Call to Order
2. Notice of New Business
3. Adoption of the Agenda
4. Gallery Comments or Questions
5. Adoption of the Minutes
 - 5.1 Solid Waste Committee Meeting Minutes of September 3, 2020
6. Business Arising from the Minutes
7. Delegation
8. Correspondence
9. Reports
 - 9.1 2021 Solid Waste Committee Meeting Schedule
 - 9.2 Agricultural Plastics Pilot in Partnership with Cleanfarms
 - 9.3 Provincial Recycling Regulation – Policy Intentions Paper
 - 9.4 Vermicomposting Pilot for the Bessborough Landfill
10. New Business
 - 10.1 CleanBC Organic Infrastructure and Collection Program (OICP)
11. Diary
12. Items for Information
 - 12.1 Solid Waste Committee Terms of Reference
13. Adjournment

4. GALLERY COMMENTS OR QUESTIONS

None.

CARRIED



5. ADOPTION OF MINUTES

5.1
September 3, 2020 SWC Meeting Minutes
MOVED Director Sperling, SECONDED Director Zabinsky,
That the Solid Waste Committee adopt the September 3, 2020 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

Item 9.1, page 4
SW Management Survey and Update
In response to Director Goodings request for an amendment to the minutes under Item 9.1, to reword the first bullet under discussion points “curbside recycling for rural residents is outside of the Plan” to read “curbside recycling for rural residents may be outside of the Plan.”, Chair Rose noted that the minutes reflect the discussion that took place at the September 3, 2020 Solid Waste Committee meeting, and should not be amended to capture conversations at subsequent meetings. Chair Rose noted that during the special Committee of the Whole meetings held on October 1 and 16 regarding the Solid Waste Management Plan Update, discussion regarding the potential for rural curbside recycling resulted in the exploration of rural curbside recycling being included in the draft Plan, which will come forward for final review prior to being circulated to the public for comment.

7. DELEGATIONS

None.

8. CORRESPONDENCE

None.

9. REPORTS

9.1
2021 SWC Meeting Schedule – ENV-SWC-021
MOVED Director Zabinsky, SECONDED Director Sperling,
That the Solid Waste Committee recommend that the Regional Board approve the 2021 Solid Waste Committee meeting schedule as presented, specifying one meeting per month on the first Thursday of the month, except July and August, which are omitted, and October, November, and December, which will be held the first Friday of each month to avoid conflict with Board meeting dates.

CARRIED

MOVED Director Zabinsky, SECONDED Director Sperling,
That the Solid Waste Committee recommend to the Regional Board that the Solid Waste Committee Terms of Reference be amended from “the Committee shall meet on a monthly basis, on the first Thursday of every month” to read “the Committee shall meet on a monthly basis, as included in the annual adoption of a Board meeting schedule; further, that the ability to reschedule meetings or call special meetings of the Committee when required, be added to the Terms of Reference as an authority of the Committee that does not require Board approval.

CARRIED

9.2
Agricultural Plastics Pilot in Partnership with Cleanfarms ENV-SWC-023
MOVED Director Zabinsky, SECONDED Director Goodings,
That the Solid Waste Committee recommend to the Regional Board that the PRRD partner with Cleanfarms to fund an Agricultural Plastics Waste Characterization Study currently underway, at a cost of up to \$5,000.

CARRIED

In response to questions, staff noted:

- The Cleanfarms stewardship program has been added as a topic to the April 15, 2021 Inter-Provincial meeting agenda
- Cleanfarms will be invited as a delegation to the December 5 Solid Waste meeting
- The Agricultural Plastics Waste Characterization Study is to be completed by the end of December
- Staff will confirm if agricultural/gardening plastic products contain a hidden “enviro-fee” and report back at the December 5 meeting
- Currently there are no stewardship programs for soft agricultural plastics



MOVED Director Goodings, SECONDED Director Zabinsky,
That the Solid Waste Committee recommend to the Regional Board that consideration of a partnership with Cleanfarms to develop and deliver a pilot agricultural plastics program, with each party paying 50% of the costs, be deferred to 2021 budget meetings.

CARRIED

It was suggested that the pilot program be expanded to include all 3 landfills (Chetwynd, Bessborough and North Peace) plus 1-2 key transfer stations.

9.3
Provincial Recycling
Regulation – Policy
Intentions Paper
ENV-SWC-022

MOVED Director Zabinsky, SECONDED Director Sperling,
That the Solid Waste Committee receive the report entitled “Provincial Recycling Regulation – Policy Intentions Paper ENV-SWC-022”, for discussion.

CARRIED

Recycling Regulation – Policy Intentions Paper, discussion points included:

- Submission deadline is November 20
- Recycling is not working in the north, force changes through regulations
- Remove barriers so all communities can participate

MOVED Director Goodings, SECONDED Director Zabinsky,
That the Solid Waste Committee recommend that the Regional Board authorize submission of applicable comments regarding the “Provincial Recycling Regulation – Policy Intentions Paper” to the Province, to reinforce to the Province how recycling works in the Peace River Regional District”, and includes the comment that “population control criteria has to be re-evaluated to assist remote communities with under 5,000 residents” in the submission.

CARRIED

9.4
Vermicomposting Pilot
for the Bessborough
Landfill - ENV-SWC-024

MOVED Director Goodings, SECONDED Director Zabinsky,
That the Solid Waste Committee recommend that the Regional Board approve the establishment of a three year vermicomposting pilot beginning in 2021 at the Bessborough landfill.

CARRIED

10. NEW BUSINESS

10.1
Grant Application

The Solid Waste Manager provided an overview of the CleanBC Organic Infrastructure and Collection Program (OICP), which was developed to increase organic diversion in the province and limit the amount of material that is currently being landfilled. The OICP will support communities throughout BC, by investing up to \$25.7 million. Funding under this program will support the building of new, or expansion of existing, organic waste processing infrastructure that will result in increased processing capacity.

Kari Bondaroff, Environmental Services Manager, entered the meeting at 11:05 am.

MOVED by Director Sperling, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommend that the Regional Board submit an application for funding under the CleanBC Organic Infrastructure and Collection Program (OICP), for development of organic waste infrastructure and collection at the Bessborough Landfill, to divert organic wastes from the landfill.

CARRIED



- 10.1 Grant Application (cont.)
- MOVED by Director Sperling, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommend that the Regional Board submit an application for funding under the CleanBC Organic Infrastructure and Collection Program (OICP), for development of organic waste infrastructure and collection at the Charlie Lake Wastewater Site.
- CARRIED**
- Kari Bondaroff left the meeting at 11:10 am.

11. ITEMS FOR INFORMATION

The Committee reviewed the Terms of Reference for the committee.

Discussion points included:

- Director Fraser is interested in becoming a member
- Following completion of the Plan, First Nations should be included as members
- Return to Committee of the Whole format, participation was an issue

MOVED by Director Sperling, SECONDED by Director Zabinsky,

That the Solid Waste Committee recommend that the Regional Board approve a review of the Solid Waste Committee Terms of Reference to identify options and opportunities for expansion to include other Board members and First Nations, for review by the Solid Waste Committee at a future meeting.

CARRIED

12. ADJOURNMENT
- The Chair adjourned the meeting at 11:20 am.

Director Rose, Meeting Chair

S. Garrett, Recorder

Agricultural Plastics Recycling

Pilot programs in Peace River Regional District, British Columbia

Introduction

The following is an overview of the pilot program Cleanfarms is proposing to operate in the Peace River Regional District. Materials being considered for collection include grain bags, bale wrap, silage bags/covers, and twine.

Cleanfarms has received supporting funding from Agriculture and Agri-Food Canada (AAFC) through their Canadian Agricultural Strategic Priorities Program (CASPP) to launch a variety of new initiatives that will improve farmer access to agricultural plastics recycling programs. If approved, the Northern Interior projects would serve as the flagship pilots for BC under the CASPP initiatives.

About Cleanfarms

Cleanfarms is a not-for-profit industry stewardship organization that operates a number of industry-funded stewardship programs for items like pesticide containers, fertilizer containers, seed/pesticide bags, unwanted pesticides and old/expired animal health medications and grain bags (Saskatchewan only). Cleanfarms is also the operator for the grain bag and twine collection pilot in Alberta under the Alberta Ag-Plastic 'Recycle It!' program.

Project Goals

The purpose of the pilot project is to deliver and evaluate agricultural plastics collection programs in agricultural-intensive regions. Our overarching goal is to establish convenient and cost-effective collection programs for the benefit of farmers, the local region, and the environment.

This project aims to:

1. Quantify agricultural plastics used in the region (supported by a waste characterization study).
2. Set up ag plastic collections to:
 - a. Test different collection, consolidation, and transportation methods.
 - b. Evaluate factors that could improve these methods for PRRD.
 - c. Find program efficiencies between PRRD and surrounding regions.
3. Calculate the costs for a permanent program.

Pilot project overview

The pilot project will develop over a three-year period. During this time, PRRD staff and Cleanfarms will work together to develop and test different collection models to determine the most effective and cost-efficient way to best serve the farmers of the Peace River Regional District. Drawing on experience from other pilot projects, two main options for carrying out a collection program will be evaluated:

1. Collection using collection bags
 - Farmers will be able to obtain collection bags from participating sites free of charge
 - Using the bags to keep plastics separate, the participating farmers will bring the plastic (bale wrap, twine, silage bags) to the collection sites
 - A collection truck will collect the material when required
 - The plastic will be baled and sent for recycling.
2. Loose collection in roll-off bins
 - Farmers will be able to drop off properly segregated, loose material to predetermined collection locations where material will be collected in bins;
 - Bins will be picked up and consolidated for baling as necessary;
 - The plastic will be baled and sent for recycling.

Pilot programs allow us to collect and analyze data on each of the following:

- Collection site usage and accessibility
- Collection methods (i.e. Collection bags, grain bag rollers, compactors/presses)
- Quality and cleanliness of the collected material
- Traceability of material
- Transportation and collection logistics
- Collection periods and seasonality
- Communication needs
- Level of participation of the various stakeholders
- Requirements for plastics processing

Project benefits

This project offers the following benefits:

- Recycling keeps plastic materials, which have the potential to be incorporated into new products, out of municipal landfills.
- Recycling of twine and other ag plastics allows PEI farmers to demonstrate good environmental and stewardship practices on their farm.
- A number of sustainability strategies, such as the Canadian Roundtable for Sustainable Beef, have noted the need for ag plastics recycling. Ag plastics recycling is also a component of Environmental Farm Plans and other initiatives like the Dairy Farmers of Canada's ProAction environmental module.

Next steps

Cleanfarms is asking for 50% cost-sharing commitment to move forward with pilot projects in PRRD. Such a commitment will provide a good foundation to involve more farmers, collect more material, and find cost-efficiencies and economies of scale in program operations. Upon approval, we anticipate a start date in early 2021. A successful program model will allow for eventual replication and implementation in other BC regions that express interest.

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PEACE RIVER REGIONAL DISTRICT

Financial Sustainability for Solid Waste

diverse. vast. abundant.



Key Objectives

- Proposed Solid Waste Budget Meeting Dates
- Recap 2020 Solid Waste Approved Budget
- 2021 Solid Waste Budget
- Funding Options
- Proposed Requisition Increase
- Proposed Tipping Fee Increase
- Proposed Requisition/Tipping Fee Increase
- Proposed 2021 Funding Structure
- Proposed 5 year plan
- Past Solid Waste Data



Proposed 2021 Solid Waste Budget Calendar

December 3, 2020 - Set Direction

January 7, 2020 - Supplemental Request Review

January 15, 2021 - Complete SW budget Version 1 Review (resolution needed)

February 7, 2021 - SW budget 2 (if changes were required)

February 17, 2021 - SW budget reviewed at special budget meeting



2020 SW Budget Recap

2020 Operations	
Operational Expenses	\$12,311,950
Requisition	-\$6,427,004
Tipping Fees	-\$4,107,807
Surplus	-\$1,033,000
Grants & Other	-\$979,114

2020 Capital	
New Capital Projects	\$3,930,723
Carry Forward (CF) Capital	\$2,406,000
Capital Requisition	-\$1,109,079
Capital Reserves - New	-\$2,821,644
Capital Reserves – CF	-\$2,406,000

The total Solid Waste Program cost in 2020 was \$16,242,673 (excluding Carry Forward Capital)

The total Solid Waste Program requisition in 2020 was \$7,536,083

The 2020 SW budget used \$3,854,644 of surplus/reserve to maintain the 2019 tax rate of \$0.2883/assessed \$1,000



Anticipated 2021 SW Budget

2021 Operations	
Operational Expenses	\$11,700,000
Requisition	-\$?
Tipping Fees	-\$?
Surplus	-\$?
Grants & Other	-\$?

2021 Capital	
New Capital Projects	\$4,000,000
Carry Forward (CF) Capital	\$2,237,000
Capital Requisition	-\$?
Capital Reserves - New	-\$0
Capita Reserves – CF	-\$2,237,000

The total anticipated SW Program for 2021 is approximately \$15,700,000 (excluding Carry Forward Capital)

This has a reduction in operational budget of approximately \$600,000 compared to 2020 (New Landfill Operator Contract)



How to fund SW moving forward

The Solid Waste Reserve Balances are anticipated to be as follows by the end of 2020:

Operational	\$1,099,566.79
Capital	\$1,200,000

Staff would like to transition away from use of surplus and reserves to create stability in the 5 year plan, and rebuild our operating and capital reserves.

The surplus/reserve used in 2020 was \$3,854,644. With a contract cost reduction of \$600,000 in 2021 the amount needed to transition from surplus/reserve use is \$2,934,917.

Options for funds are Requisition, Tipping Fees, or a combination of the two.



Option 1 – Requisition Increase

2021 Operations	
Operational Expenses	\$11,700,000
Requisition	-\$6,471,000
Tipping Fees	-\$4,250,000
Surplus	-\$0
Grants & Other Revenue Sources	-\$979,000

2021 Capital	
New Capital Projects	\$4,000,000
Carry Forward (CF) Capital	\$2,237,000
Capital Requisition	-\$4,000,000
Capital Reserves - New	-\$0
Capita Reserves – CF	-\$2,237,000

Total Requisition: \$10,471,000

This option represents an increase to requisition of \$2,934,917 for 2021

For 2021 the tax rate would be approximately \$0.4006/Assessed \$1,000

This would equal a tax rate increase of \$0.1123/Assessed \$1,000 compared to 2020

A property valued at \$300,000 would see an increase of \$33.69 in taxes for 2021.



Requisition 5 Year Plan

Operations	2021	2022	2023	2024	2025
Operational Expenses	\$11,700,000	\$11,700,000	\$11,700,000	\$11,700,000	\$11,700,000
Requisition	-\$6,471,000	-\$6,471,000	-\$6,471,000	-\$6,471,000	-\$6,471,000
Tipping Fees	-\$4,250,000	-\$4,250,000	-\$4,250,000	-\$4,250,000	-\$4,250,000
Surplus	-\$0	-\$0	-\$0	-\$0	-\$0
Grants & Other Revenue Sources	-\$979,000	-\$979,000	-\$979,000	-\$979,000	-\$979,000

Capital	2021	2022	2023	2024	2025
New Capital Projects	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000
Carry Forward (CF)	\$2,237,000	\$W	\$X	\$Y	\$Z
Capital Requisition	-\$4,000,000	-\$4,000,000	-\$4,000,000	-\$4,000,000	-\$4,000,000
Capital Reserves - New	-\$0	-\$0	-\$0	-\$0	-\$0
Capital Reserves - CF	-\$2,237,000	\$W	\$X	\$Y	\$Z

Approximate Tax Rate (\$/Assessed \$1,000)	\$0.4006	\$0.4006	\$0.4006	\$0.4006	\$0.4006
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Option 2 –Tipping Fee Increase

2021 Operations	
Operational Expenses	\$11,700,000
Requisition	-\$3,536,083
Tipping Fees	-\$7,184,917
Surplus	-\$0
Grants & Other	-\$979,000

2021 Capital	
New Capital Projects	\$4,000,000
Carry Forward (CF) Capital	\$2,237,000
Capital Requisition	-\$4,000,000
Capital Reserves - New	-\$0
Capita Reserves – CF	-\$2,237,000

Total Requisition: \$7,536,083

This option represents an increase to requisition of \$0 for 2021

Tipping fees would increase by 70%

Residential Household waste would increase from \$55/tonne to \$93.50/tonne

Commercial restricted waste would increase from \$150/tonne to \$255/tonne



Tipping Fee Increase 5 Year Plan

Operations	2021	2022	2023	2024	2025
Operational Expenses	\$11,700,000	\$11,700,000	\$11,700,000	\$11,700,000	\$11,700,000
Requisition	-\$3,536,083	-\$3,536,083	-\$3,536,083	-\$3,536,083	-\$3,536,083
Tipping Fees	-\$7,184,917	-\$7,184,917	-\$7,184,917	-\$7,184,917	-\$7,184,917
Surplus	-\$0	-\$0	-\$0	-\$0	-\$0
Grants & Other Revenue Sources	-\$979,000	-\$979,000	-\$979,000	-\$979,000	-\$979,000

Capital	2021	2022	2023	2024	2025
New Capital Projects	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000
Carry Forward (CF)	\$2,237,000	\$W	\$X	\$Y	\$Z
Capital Requisition	-\$4,000,000	-\$4,000,000	-\$4,000,000	-\$4,000,000	-\$4,000,000
Capital Reserves - New	-\$0	-\$0	-\$0	-\$0	-\$0
Capital Reserves - CF	-\$2,237,000	\$W	\$X	\$Y	\$Z

Approximate Tax Rate (\$/Assessed \$1,000)	\$0.2883	\$0.2883	\$0.2883	\$0.2883	\$0.2883
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Option 3 –Requisition / Tipping Fee Increase

2021 Operations	
Operational Expenses	\$11,700,000
Requisition	-\$5,003,541
Tipping Fees	-\$5,717,459
Surplus	-\$0
Grants & Other Revenue Sources	-\$979,000

2021 Capital	
New Capital Projects	\$4,000,000
Carry Forward (CF) Capital	\$2,237,000
Capital Requisition	-\$4,000,000
Capital Reserves - New	-\$0
Capita Reserves – CF	-\$2,237,000

Total Requisition: \$9,003,541

This option represents an increase to requisition of \$1,467,459 for 2021

For 2021 the tax rate would be approximately \$0.3445/Assessed \$1,000

This would equal a tax rate increase of \$0.0562/Assessed \$1,000

A property valued at \$300,000 would see an increase of \$16.86 in taxes in 2021

Tipping fees would increase by 35%

Residential Household waste would increase from \$55/tonne to \$74.25/tonne

Commercial restricted waste would increase from \$150/tonne to \$202.50/tonne



Requisition/Tipping Fee 5 Year Plan

Operations	2021	2022	2023	2024	2025
Operational Expenses	\$11,700,000	\$11,700,000	\$11,700,000	\$11,700,000	\$11,700,000
Requisition	-\$5,003,541	-\$5,003,541	-\$5,003,541	-\$5,003,541	-\$5,003,541
Tipping Fees	-\$5,717,459	-\$5,717,459	-\$5,717,459	-\$5,717,459	-\$5,717,459
Surplus	-\$0	-\$0	-\$0	-\$0	-\$0
Grants & Other Revenue Sources	-\$979,000	-\$979,000	-\$979,000	-\$979,000	-\$979,000

Capital	2021	2022	2023	2024	2025
New Capital Projects	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000
Carry Forward (CF)	\$2,237,000	\$W	\$X	\$Y	\$Z
Capital Requisition	-\$4,000,000	-\$4,000,000	-\$4,000,000	-\$4,000,000	-\$4,000,000
Capital Reserves - New	-\$0	-\$0	-\$0	-\$0	-\$0
Capital Reserves - CF	-\$2,237,000	\$W	\$X	\$Y	\$Z

Approximate Tax Rate (\$/Assessed \$1,000)	\$0.3445	\$0.3445	\$0.3445	\$0.3445	\$0.3445
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Option 4 – Incremental Increase

Incremental increase in tax rate of \$0.0300/Assessed \$1,000 or next 3 years 2021, 2022, 2023.

Incremental increase in all tipping fees of 6% per year for next 3 years 2021, 2022, 2023.

Decreasing use of Operational Surplus over 3 years

Maintain the current level of service operationally, but reduce New Capital expense by \$1,000,000 in 2021



Proposed 5 year plan

Operations	2021	2022	2023	2024	2025
Operational Expenses	\$11,700,000	\$11,700,000	\$11,929,476	\$11,929,476	\$11,929,476
Requisition	-\$5,320,275	-\$5,104,467	-\$5,888,658	-\$5,888,658	-\$5,888,658
Tipping Fees	-\$4,505,000	-\$4,775,300	-\$5,061,818	-\$5,061,818	-\$5,061,818
Surplus	-\$895,725	-\$841,233	-\$0	-\$0	-\$0
Grants & Other Revenue Sources	-\$979,000	-\$979,000	-\$979,000	-\$979,000	-\$979,000
Capital	2021	2022	2023	2024	2025
New Capital Projects	\$3,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000
Carry Forward (CF)	\$2,237,000	\$W	\$X	\$Y	\$Z
Capital Requisition	-\$3,000,000	-\$4,000,000	-\$4,000,000	-\$4,000,000	-\$4,000,000
Capital Reserves - New	-\$0	-\$0	-\$0	-\$0	-\$0
Capital Reserves - CF	-\$2,237,000	\$W	\$X	\$Y	\$Z
Approximate Tax Rate (\$/Assessed \$1,000)	0.3183	0.3483	0.3783	0.3783	0.3783



Solid Waste In The Past

Historical Expenses

	2015	2016	2017	2018	2019	2020	Average
Operational Expenses	\$ 9,522,030.00	\$ 10,663,772.00	\$ 9,663,103.00	\$ 10,801,167.00	\$ 11,330,672.00	\$ 12,311,950.00	\$ 10,396,148.80
New Capital Expenses	\$ 3,128,187.00	\$ 4,248,760.00	\$ 5,730,848.00	\$ 430,968.00	\$ 3,157,739.00	\$ 3,930,723.00	\$ 3,339,300.40
Carry forward Capital						\$ 2,406,000.00	
Total SW Expenses	\$ 12,650,217.00	\$ 14,912,532.00	\$ 15,393,951.00	\$ 11,232,135.00	\$ 14,488,411.00	\$ 18,648,673.00	\$ 13,735,449.20

Historical Revenues

	2015	2016	2017	2018	2019	2020	Averages
Operational Revenues	Operational Fees	\$ (4,608,335.00)	\$ (3,719,874.00)	\$ (4,711,681.00)	\$ (4,179,447.00)	\$ (4,827,338.00)	\$ (4,409,335.00)
	Operational Requisition	\$ (6,692,453.00)	\$ (7,043,406.00)	\$ (5,750,672.00)	\$ (5,553,068.00)	\$ (4,606,104.00)	\$ (5,929,140.60)
	Operational Surplus	\$ (2,099,892.00)	\$ (2,062,781.00)	\$ (1,404,094.00)	\$ (2,279,656.00)	\$ (1,951,696.00)	\$ (1,959,623.80)
	Operational Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Borrowing	\$ -	\$ -	\$ (4,950,000.00)	\$ -	\$ -	\$ -
	Others	\$ (925,185.00)	\$ (955,568.00)	\$ (1,051,456.00)	\$ (977,356.00)	\$ (986,006.00)	\$ (979,114.20)
	Total Operational Revenues	\$ (14,325,865.00)	\$ (13,781,629.00)	\$ (17,867,903.00)	\$ (12,989,527.00)	\$ (12,371,144.00)	\$ (14,267,213.60)
Capital Revenues	Capital Requisition				\$ (2,314,500.00)	\$ (1,109,079.00)	\$ (2,314,500.00)
	Capital Reserve		\$ (2,535,000.00)		\$ (843,239.00)	\$ (2,821,644.00)	\$ (1,689,119.50)
	Capital Carry Forward					\$ (2,406,000.00)	
	Total Capital Revenues	\$ -	\$ (2,535,000.00)	\$ -	\$ (3,157,739.00)	\$ (6,336,723.00)	\$ (1,138,547.80)
	Total Revenue	\$ (14,325,865.00)	\$ (16,316,629.00)	\$ (17,867,903.00)	\$ (12,989,527.00)	\$ (15,528,883.00)	\$ (15,405,761.40)
	Total Requisition	\$ (6,692,453.00)	\$ (7,043,406.00)	\$ (5,750,672.00)	\$ (5,553,068.00)	\$ (6,920,604.00)	\$ (6,392,040.60)
	\$/Assessed \$1,000	\$ 0.3130	\$ 0.3090	\$ 0.2520	\$ 0.2400	\$ 0.2883	\$ 0.2805



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-025

From: Paulo Eichelberger, GM of Environmental Services

Date: December 3, 2020

Subject: Solid Waste Agreements – Status Update

RECOMMENDATION:

That the Solid Waste Committee receive the report titled “Solid Waste Agreements – ENV-SWC-025” which provides a status update on solid waste service agreements with First Nations, haulers, and municipalities, for information.

BACKGROUND/RATIONALE:

As the Committee will recall, staff is working toward reviewing and updating nine solid waste agreements between the Peace River Regional District (PRRD) and its member communities within the region. This report is intended to update Committee on the status of the contract work to date.

The agreements are broken into three groups, as shown below:

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

First Nations Communities Agreements

The agreements between the PRRD and each participating First Nations Community (FNC) located in the PRRD¹ have been revised as follows:

- a) Calculation of solid waste fees remains as the sum of:
 - An annual fee in lieu of taxes based on the current rate of \$50/household² multiplied by number of households PLUS;
 - Applicable tipping fees for all domestic waste disposed of at the nearest PRRD Solid Waste Facility in the calendar year.
- b) Building counts have been updated to reflect current numbers on each Reserve (see Financial Considerations.
- c) Tipping fee schedules of the Solid Waste Fees Bylaw is attached to each contract.
- d) Contract documents align with the latest version of the PRRD contract template (sample FNC contract attached for reference).

Draft contracts have been provided to each of the FNC's with a two-year term (April 1, 2020 to March 31, 2022) to reflect the same fee calculation process as in previous years (see attached template). The reason for this is that the Solid Waste Management Plan will not be formally updated and

¹ West Moberly, Saulteau, Halfway River, Doig River and Blueberry River.

² \$50/ household is the rate calculated to match the rate applied to households in the service area, using an average assessed value of \$173,000

approved by the Province until later in 2021. Any changes in the new version of the Plan could affect methods of funding solid waste which may also affect all stakeholders (including the FNC's). Therefore, new contracts drafted in mid to late 2021 will reflect any such changes and be submitted for FN review prior to the next contract expiry in March 31, 2022.

Municipal Waste Haulage Agreements

The Solid Waste Department has been working on updates to agreements with three member municipalities to provide a subsidy for waste hauling to the nearest landfill. These municipalities are:

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

As the Committee will recall, these agreements were created when the PRRD closed landfills adjacent to the aforementioned municipalities and redirected waste from these members to the next closest active landfill. When creating an integrated solid waste management system, as the distance to the nearest landfill increased, a subsidy was provided by the PRRD to the municipality through these agreements.

The rationale for this subsidy was that the closing of an adjacent landfill site with remaining capacity caused undue financial hardship on the aforementioned municipalities due to the need to haul waste a further distance. The municipalities invoice the PRRD for the additional trucking costs, that are in excess of the costs that would be incurred, should the landfill still be in the same location. Essentially, the PRRD pays for the cost of trucking waste the additional distance.

There is an opportunity to make the hauling subsidy current and consistent by establishing a threshold distance to the nearest accessible site. This threshold would be consistent with the manned rural transfer station network which has been updated since 2012, whereby stations were consolidated to cover the large segments of the rural population living within 20 km of a solid waste site. It is possible to establish the same criteria for distance from a member municipality to the nearest landfill as shown in the table below:

Municipality Distance from Nearest Accessible Site³	PRRD Hauling Subsidy
Greater than 20 km	Subsidy applies
Less than or equal to 20 km	Subsidy does not apply

At this time, only the aforementioned municipalities meet the proposed criteria for subsidy. This threshold can be incorporated into the updated draft agreements for future consideration by the Committee and Board.

Municipal Solid Waste Management Service Agreement

As the Committee will recall, personnel from the District of Tumbler Ridge (District) operate the local Transtor/Transfer Station Facility. Municipal staff are also responsible for collecting and baling recyclables in an adjacent building as well as segregating materials other than household curbside waste. The Regional District pays for the operation of the transtor facility which includes maintenance and operation of the attendant building, and emptying of the transtor bins of regular waste, to be transported to the Chetwynd Landfill via a separate hauling contract.

³ Accessible site must be capable of receiving compactor trucks containing large loads of curbside waste.

PRRD staff met with Tumbler Ridge personnel to address inconsistencies in invoicing methodology. Under the original agreement, costs to the PRRD were to cover the aspects of the transfer station housing the attendant building and transfer bin infrastructure. However, the PRRD has been subsidizing the majority of costs (including 3rd party) of the operation of the transfer station to the District.

3rd party costing has been largely rectified in 2020 and invoicing methodology has been clarified (see Financial Considerations). Staff is working on a revised invoicing template with clearer wording as part of a revised waste agreement.

The District is currently expanding their infrastructure at the Transfer Station and considering the inclusion of a weigh scale to track incoming waste loads⁴. Due to these changes and the previously mentioned review of the waste agreement, there may be an opportunity to assess whether or not operation of the entire site can be consolidated and run by either the District or the PRRD in totality.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

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

First Nations Communities Agreements-Costs

	Household Count	Rate/Household	Annual Fee
West Moberly First Nations	66	\$50.00	\$3,300
Saulteau First Nations	190		\$9,500
Halfway River First Nations	85		\$4,250
Blueberry River First Nations	81		\$4,050
Doig River First Nations	64		\$3,200
Total:			\$24,300

Municipal Waste Haulage Agreements - Costs

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

Municipal Solid Waste Management Service Agreement - Costs

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

⁴ This system would be similar to what the Regional District uses at its own landfills and other manned transfer stations.

- Note: The fourth quarter invoice of 2019 was submitted late in January of 2020. It was also found that a charge of \$12,000.00 was mischarged to the PRRD making the actual 2019 cost for the Tumbler Ridge Transfer Station \$166,270.56. This equates to \$41,568 per quarter.
- Note: Q1 and Q2 2020 invoices have been received and are showing costs of \$26,500 per quarter, or approximately 36% less spent. Forecasting for the rest of 2020 should see an estimated total spend of \$106,000 or a savings of \$60,000.

COMMUNICATIONS CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A

Attachments:

1. First Nation Solid Waste Agreement Template



PEACE RIVER REGIONAL DISTRICT

Waste Reduction and Disposal Service Agreement

This Agreement dated for reference the _____ day of _____, 2020.

BETWEEN:

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, BC V1G 4H8
Phone: (250) 784-3200 or 1-800-670-7773
Fax: (250) 784-3201
Email: prrd.dc@prrd.bc.ca
("the Regional District")

OF THE FIRST PART

AND:

FN NAME and MAILING ADDRESS
("the First Nation")

OF THE SECOND PART

WHEREAS pursuant to the provisions of the Regional Solid Waste Management Plan, the Regional District shall provide solid waste management services to all residents of the Peace River Regional District, and

WHEREAS the First Nation lies within the boundaries of the Peace River Regional District, and

WHEREAS the First Nation is responsible for providing waste management services to its residents, and

WHEREAS the First Nation wishes to retain the services of the Regional District to provide waste reduction, education services for its residents.

NOW THEREFORE the purpose of this Agreement shall be to govern the manner by which the waste reduction and disposal service will be operated, utilized and financed.

WITNESSETH:

That the Regional District and the First Nation in consideration of the fulfilment of their respective covenants, agreements and obligations, as herein set forth, covenant and agree, each with the other, as follows:

1. The Regional District shall:

1.1 submit to the First Nation

- a) a service plan for providing waste reduction, education services, attached as Schedule 'A' and forming part of this Agreement;
- b) an estimated service fee for providing waste reduction, education services, attached as Schedule 'B' and forming part of this Agreement;
- c) in moving to a manned transfer station system, garbage and recycling materials brought in by the First Nation can be tracked and will be invoiced on a monthly basis, attached as Schedule 'B'.

1.2 Make waste reduction, education services available to residents of the First Nation;

1.3 Determine the volume of all waste materials generated from the First Nation and maintain records of all waste received.

2.0 The First Nation shall:

2.1 pay to the Regional District the annual per household charge and relevant tipping fees, as calculated in Schedule 'B';

- a) the annual fee shall be invoiced at the commencement date of the contract;
- b) tipping fees shall be invoiced monthly for the duration of the contract;
- c) all applicable invoice payments shall be made within thirty (30) days of the date of the invoice.

2.2 Coordinate with the Regional District on the waste reduction, education services.

3.0 Term of Agreement

3.1 The term of this agreement shall be for a period of two (2) years commencing on April 1, 2020 and remain in effect until March 31, 2022.

3.2 This agreement may, by mutual agreement between the Regional District and First Nation, be extended for an additional agreed upon term.

3.3 Either party may terminate this agreement for any reason upon sixty (60) days written notice to the other party.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year first above written.

PEACE RIVER REGIONAL DISTRICT

Authorizing Signature

Print Name/Title

Date

FIRST NATION

For the First Nation - Chief

For the First Nation - Band Manager

Schedule 'A'

Waste Reduction and Disposal Service Agreement Service Plan

1.	Name of Service Area	INSERT FIRST NATION TITLE
2.	Duration of Agreement	2 years
3.	Contact Name for the Regional District	Manager of Solid Waste Services
4.	Contact Name for First Nation	Chief / Band Manager
5.	Number of Dwellings	INSERT NUMBER OF BUILDINGS IN FN SERVICE AREA
6.	Description of Reduction Service:	
	The NAME First Nations community will receive education and communication programs as established for the residents of the Rural Electoral Areas.	
7.	Description of Disposal Services:	
	Residents of the NAME First Nations community may dispose of residential waste and recycling at the NEAREST TRANSFER STATION AND/OR LANDFILL, subject to the fees set out in Schedule 'B' and guidelines for use of that facility.	
	Fees are implemented at manned transfer station for household waste in accordance with Schedule 'B'. Items for recycling may be dropped off, free of charge.	
	Opportunities for disposal of bulky wastes may be provided periodically, during spring and fall cleanups at the nearest Tier 2 Transfer Station facility.	
8.	Notice of Changes:	
	The First Nation will be notified at least sixty (60) days in advance of any change in the services provided.	

Schedule 'B'

Waste Reduction and Disposal Service Agreement

Calculation of Annual Services and Estimated Monthly Tonnage Fees

A. Annual Waste Reduction and Disposal Service Charges

Band	Number of Dwellings	Charge per Household	Share
BAND NAME	# OF BUILDINGS IN SERVICE AREA	\$50.00	\$4,050

B.**Fees and Charges by Weight**

Special Note: All cash transactions will be rounded to the nearest \$0.05.

PART I - REGULAR WASTE BY WEIGHT			
MATERIAL TYPE		Fees and Other Charges	
		Minimum Fee: \$3.75	
		Residential	Industrial, Commercial, Institutional
1	Household Waste, including Bulky Waste (Household Furniture, Mattresses, Box Springs, Sofas, Chairs, etc.)	\$55.00 per tonne	\$56.82 per tonne
2	5 garbage bags or less. Minimum fee not applicable.	\$0.80 per bag	\$0.80 per bag
3	Wood Waste	\$55.00 per tonne	\$56.82 per tonne
4	Metal Waste	\$55.00 per tonne	\$56.82 per tonne
5	Tire categories: Passenger Vehicle, Light Truck, Small RV, Golf Cart, Motorcycle, All Terrain Vehicle, Forklift, Small Utility Trailer, Bobcat/Skid Steer (16" and under), and Free-Rolling Farm tires (16" and under). Minimum fee not applicable.	\$55.00 per tonne plus \$6.00 per tire	\$56.82 per tonne plus \$6.00 per tire
6	Animal Carcasses (or parts) not listed in <i>Livestock Act</i> or <i>Wildlife Act</i> (cats, dogs)	\$55.00 per tonne	\$56.82 per tonne
7	All other regular waste	\$55.00 per tonne	\$56.82 per tonne
8	Regular waste, unsorted	\$110.00 per tonne	\$113.63 per tonne

PART II – CONTROLLED WASTE BY WEIGHT			
MATERIAL TYPE		Fees and Other Charges	
		Minimum Fee: \$10.00	
		Residential	Industrial, Commercial, Institutional
1	Uncrushed Steel and Plastic Drums. Minimum fee not applicable.	\$55.00 per tonne plus \$3.50 per drum	\$56.82 per tonne plus \$3.50 per drum
2	Household appliances containing Ozone Depleting Substances	\$55.00 per tonne	\$56.82 per tonne
3	Tire categories: Medium Truck, Large RV (not marked “P or LT”), Medium Agricultural (16.5” – 25.5”). Minimum fee not applicable.	\$55.00 per tonne plus \$10.00 per tire	\$56.82 per tonne plus \$10.00 per tire
4	Tire categories: Forklift, Bobcat/Skid Steer (16.5” and over), Logger/Skidder, Large Agricultural Drive tires (26” and over). Minimum fee not applicable.	\$55.00 per tonne plus \$36.00 per tire	\$56.82 per tonne plus \$36.00 per tire
5	Clean and contaminated soils meeting the Industrial Land Use Standard under the <i>Contaminated Sites Regulation</i> (documentation required). Minimum fee not applicable.	\$5.00 per tonne	\$5.00 per tonne
6	Clean concrete rubble (no rebar, piece size less than 15 cm)	\$0.00	\$0.00
7	Concrete (with or without rebar, piece size greater than 15 cm), not containing soil, gravel or other unconsolidated material.	\$55.00 per tonne	\$56.82 per tonne
8	Stripped vehicle hulks	\$110.00 per tonne	\$113.63 per tonne
9	Unstripped vehicle hulks	\$110.00 per tonne plus \$170.00 per hulk	\$113.63 per tonne plus \$170.00 per hulk
10	All other controlled waste	\$110.00 per tonne	\$113.63 per tonne
11	Demolition, land clearing, and construction waste	\$110 per tonne	\$113.63 per tonne
PART III - RESTRICTED WASTE BY WEIGHT			
MATERIAL TYPE		Fees and Other Charges	
		Minimum Fee: \$22.00	
		Residential	Industrial, Commercial, Institutional
1	Specified Risk Material – (SRM as defined by the Canadian Food Inspection Agency)	\$125.00 per tonne	\$129.13.00 per tonne
2	Animal Carcasses (or parts) listed in <i>Livestock Act</i> or <i>Wildlife Act</i> (horses, non-SRM cows, moose, deer, etc)	\$125.00 per tonne	\$129.13.00 per tonne
3	Lead Acid Batteries. Minimum fee not applicable.	\$ 55.00 per tonne	\$ 56.82.00 per tonne
4	All other Restricted Waste	\$150.00 per tonne	\$154.95 per tonne
5	Old Corrugated Cardboard (“OCC”). Loads containing greater than 10% of such cardboard by volume will be charged at this rate.	\$250.00 per tonne	\$258.25 per tonne

Special Note: All cash transactions will be rounded to the nearest \$0.05.

PART I - REGULAR WASTE BY VOLUME			
MATERIAL TYPE		Fees and Other Charges	
		Minimum Fee: \$3.75	
		Residential	Industrial, Commercial, Institutional
	Household Waste, including Bulky Waste (Household Furniture, Mattresses, Box Springs, Sofas, Chairs, etc.)	\$6.50 per cubic metre	\$6.71 per cubic metre
	a. 8 garbage bags or less. Minimum fee not applicable.	\$0.80 per bag	\$0.80 per bag
	b. Passenger car (containing bagged and non-bagged waste)	\$5.00	\$5.17
	c. Station wagons, mini-vans and sport utility vehicles (containing bagged and non-bagged waste)	\$7.00	\$7.23
1	d. Vans, mid-size pickup trucks, full-size pick-up trucks with short-box, or trailers with a capacity of 1.5 cubic metres or less (containing bagged and non-bagged waste)	\$9.50	\$9.81
	With stakesides or overloaded	\$14.50	\$14.98
	e. Full size pickup trucks with long box or trailers with a capacity of more than 1.5 cubic metres (containing bagged and non-bagged waste)	\$12.00	\$12.40
	With stakesides or overloaded	\$17.00	\$17.23
2	Wood Waste and Yard Waste	\$6.50 per cubic metre	\$6.71 per cubic metre
3	Metals	\$10.00 per cubic metre	\$10.33 per cubic metre
4	Tire categories: Passenger Vehicle, Light Truck, Small RV, Golf Cart, Motorcycle, All Terrain Vehicle, Forklift, Small Utility Trailer, Bobcat/Skid Steer (16" and under), and Free-Rolling Farm tires (16" and under) Minimum fee not applicable.	\$7.00 per tire	\$7.23 per tire
5	Animal Carcasses (or parts) not listed in the <i>Livestock Act</i> or the <i>Wildlife Act</i> (cats, dogs, etc.)	\$9.00 per carcass	\$9.30 per carcass
6	All other regular waste	\$6.50 per cubic metre	\$6.71 per cubic metre
7	Regular waste – unsorted	\$13.00 per cubic metre	\$13.43 per cubic metre

PART II - CONTROLLED WASTE BY VOLUME			
MATERIAL TYPE		Fees and Other Charges	
		Minimum Fee: \$10.00	
		Residential	Industrial, Commercial, Institutional
1	Uncrushed Steel and Plastic Drums Minimum fee not applicable.	\$7.00 per drum	\$7.23 per drum
2	Household appliances containing Ozone Depleting Substances Minimum fee not applicable.	\$10.00 per appliance	\$10.33 per appliance
3	Tire categories: Medium Truck, Large RV (not marked "P or LT"), Medium Agricultural, (16.5" – 25.5") Minimum fee not applicable.	\$11.00 per tire	\$11.36 per tire
4	Tire categories: Forklift, Bobcat/Skid Steer (16.5" and over), Logger/Skidder, Large Agricultural Drive tires (26" and over) Minimum fee not applicable.	\$56.00 per tire	\$57.85 per tire
5	Clean and contaminated soils meeting the Industrial Land Use Standard under the <i>Contaminated Sites Regulation</i> (documentation required). Minimum fee not applicable.	\$5.00 per cubic metre	\$5.00 per cubic metre
6	Clean concrete rubble (no rebar, piece size less than 15 cm)	\$0.00	\$0.00
7	Concrete (with or without rebar, piece size greater than 15 cm), not containing soil, gravel or other unconsolidated material.	\$75 per cubic metre	\$77.48 per cubic metre
8	Stripped vehicle hulks	\$220.00 per hulk	\$227.26 per hulk
9	Unstripped vehicle hulks	\$390.00 per hulk	\$402.87 per hulk
10	Demolition, Landclearing and Construction Waste	\$28.00 per cubic metre	\$28.92 per cubic metre
11	All other controlled waste	\$13.00 per cubic metre	\$13.43 per cubic metre

For the complete by-law, visit <https://prrd.bc.ca/services/garbage-and-recycling/fees/>

Monthly invoices will be sent based on the amount of residential household garbage is delivered to the site(s). **Household recycling of printed paper and packaging, separated from household garbage, can be brought in free of charge.**

To be set up with monthly invoicing for incoming loads, a completed First Nation Solid Waste Application, attached as Schedule C, will need to be submitted to the Regional District.

Schedule 'C'
WASTE REDUCTION AND DISPOSAL SERVICE AGREEMENT

First Nation Solid Waste Application Form

Attached is the First Nation Solid Waste Application Form. It will need to be completed with a list of all license plates and vehicle information you would like associated with this account. Please identify the transfer station you will be hauling to. If there is not enough space to write all license plates numbers and vehicle information, please write it on a separate piece of paper and submit. An authorization signature is required, to prove that these vehicles that are hauling wastes are authorized to charge on the First Nation's account.



Solid Waste Committee TERMS OF REFERENCE

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

- Greater efficiency of programs and services
- Greater focus on reducing, reusing and recycling to protect our environment
- Greater focus on sustainable management to protect future generations

ROLE OF THE COMMITTEE

With the understanding that Solid Waste Management is a regional function and represents our largest single budget item; the goals of the Solid Waste Committee (SWC) is to act as an advisory committee for the Regional District solid waste management function and identify concerns and issues that may arise.

STRUCTURE OF THE SOLID WASTE COMMITTEE

1. Members: The SWC will consist of five (5) Board members as appointed by the Chair and will consist of:

- Director from the City of Dawson Creek, or alternate director
- Director from the City of Fort St. John, or alternate director
- Director from the District of Chetwynd, or alternate director
- Director from Electoral Area 'B', or alternate (Electoral Area 'C' Director)
- Director from Electoral Area 'E', or alternate (Electoral Area 'D' Director)
- PRRD Board Chair, as ex-officio member
- The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis
- In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings;
- Appropriate Regional District staff person – non-voting.

2. Meetings:

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

3. Procedures:

- Quorum – at least one-half of the members of the Committee;
- Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.

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