



PEACE RIVER REGIONAL DISTRICT

Solid Waste Committee Meeting Agenda

January 15, 2021, 1:00 p.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. Call to Order	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
5. Adoption of Minutes	
6. Business Arising from the Minutes	
7. Delegations	
8. Correspondence	
9. Reports	
9.1. 2021 Draft Solid Waste Budget, ENV-SWC-033	2
9.2. Agricultural Plastics Pilot Program Costs, ENV-SWC-032	18
10. New Business	
11. Diary	
12. Item(s) for Information	
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13. Adjournment	



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-033

From: Gerritt Lacey, Solid Waste Manager

Date: January 15, 2021

Subject: **2021 Draft Solid Waste Budget**

RECOMMENDATION #1:

That the Solid Waste Committee recommend that the Regional Board approve the operational Supplemental Item – Solid Waste Seasonal, which allocates \$23,000 for a 4-month project engineer position to conduct capital project inspections, for inclusion in the 2021 Solid Waste Budget.

RECOMMENDATION #2:

That the Solid Waste Committee recommend that the Regional Board approve the 2021 Budget for Function 500 as presented.

BACKGROUND/RATIONALE:

This report has been provided to the Solid Waste Committee (SWC) to outline the Draft Solid Waste Budget for 2021.

Staff presented 4 funding options to the Solid Waste Committee at the December 3, 2020 meeting. The options would help provide financial stability for the next 5 years. From that presentation, the committee chose Option #4, which represented an incremental increase to the funding model over a 3 year period, to build the 2021-2025 draft financial plan (see presentation link in Other Considerations).

The key goals of Option #4 are summarized below:

- Stabilize the Core budget at approximately \$11,700,000.
- Stabilize the Capital budget for new projects at \$3,000,000.
- Increase requisition by approximately \$750,000.
- Increase Tipping Fees by approximately \$250,500 (6%).
- Decrease the use of Surplus.

The total 2021 SW Draft Budget is \$16,961,289 which is a decrease of \$1,700,883 (9%) from 2020.

The 2021 SW Draft Budget is composed of three key parts:

Core Expenses	\$11,600,000
Capital Expenses	\$5,361,289
Funding Sources	-\$16,961,289

Core Expenses

The 2021 SW Core Budget is \$11,600,000; which is a decrease of \$711,950 (5.8%) from 2020.

The operational GL codes have been grouped into 23 categories to help provide an overall picture of the 2021 core operational expenses. A chart summarizing these categories has been provided below:

2021 Core Expenses

Expense	2021 Budget	Change from 2020
Admin Allocation	\$286,013	Increase of \$53,976 (23%)
Banking Fees	\$41,200	Increase of \$3,784 (10%)
Clean-Up	\$287,500	Increase of \$11,500 (4.2%)
Fleet Allocation	\$151,995	Increase of \$41,295 (37%)
Insurances	\$16,120	Increase of \$2,598 (19.2%)
Transfer to Reserves	\$364,088	Increase of \$139,688 (62.2%)
Transfer Station Contractor	\$1,705,700	Increase of \$88,090 (5.4%)
Wages	\$774,815	Increase of \$127,027 (19.6%)
Debt Payment	\$1,177,437	No Change
Agreements	\$41,950	Decrease of \$1,696 (3.8%)
Composting	\$65,000	Decrease of \$5,000 (7.1%)
Consultant	\$100,000	Decrease of \$80,000 (44.4%)
Landfill Contractor	\$2,803,692	Decrease of \$814,608 (22.5%)
Landfill Gas Contractor	\$75,000	Decrease of \$25,000 (25%)
Memberships	\$6,500	Decrease of \$1,683 (21%)
Misc.	\$127,800	Decrease of \$43,000 (25.2%)
Mitigation of Closed Landfills	\$60,000	Decrease of \$40,000 (40%)
Operations	\$476,680	Decrease of \$99,320 (17.6%)
Recycling	\$2,100,000	Decrease of \$3,147 (0.2%)
Supplies	\$45,000	Decrease of \$1,000 (2.2%)
Training	\$25,000	Decrease of \$10,000 (28.6%)
Waste Haulage	\$783,000	Decrease of \$12,220 (1.5%)
Water Monitoring	\$85,510	Decrease of \$43,235 (33.5%)
Totals	\$11,600,000	Decrease of \$711,950 (5.8%)

Notable changes to the 2021 Core Budget include:

- Increased “Transfer to Reserve”
 - To balance the operational budget at \$11,600,000 a transfer to operating reserve totaling \$139,088 was used.

- Increase “Transfer Station Contractor”
 - The 2021 budget accounts for 2% CPI increases that have not been previously accounted for due to the contractor not applying for them, however in 2020 the previous increases were rectified.
- Increased “Wages”
 - The 2021 budget includes 1 FTE position that was not accounted for in the 2020 budget, but was being charged to the budget. The wage increase also includes an additional Seasonal Employee for the solid waste department (Operational Supplemental Request attached).
- Decrease to “Consultants”
 - The budget has been lowered to reflect the completion of the Regional Solid Waste Management Plan in mid-2021.
- Decrease to “Landfill Contractor”
 - The Budget has been lowered to reflect the cost of the new contract rates.
- Decrease to “Operations”
 - The budget has been lowered to reflect completion of one-time expenses and to align with historical trends.

Capital Expenses

At the January 7th SWC meeting, the following Capital projects were approved for inclusion into the draft 2021 Solid Waste Budget:

For 2021 the total Capital Budget is \$5,361,289; which is a decrease of \$988,933 (15.6%).

The projects and associated costs have been provided in the table below:

2021 Capital Expenses

Project	New Capital Costs	Carry Forward Capital Costs
*Charlie Lake Compost Pad (referred to Board Jan 28, 2021)	-	
*Bessborough Compost Pad (referred to Board Jan 28, 2021)	-	
North Peace Regional Landfill Closure	\$70,000	
Chetwynd Landfill Scale Replacement	\$447,556	
Prespatou Scale Replacement	\$60,000	
Bulky Pit Closure	\$155,000	
Bessborough Diversion Pad	\$140,000	
Transfer to Reserve	\$2,295,733	
2019 Bessborough Construction		\$62,000
2019 Chetwynd Landfill Phase Closure		\$442,000
2019 NPRLF Landfill Gas Expansion		\$42,000
2020 BBLF Construction		\$1,591,000
2020 Bulky Waste Tipping Rail		\$21,000
2020 Chetwynd Scale Relocation		\$35,000
Totals	\$3,168,289	\$2,193,000

The organics grant applications were not supported during the January 7th SWC meeting. Therefore, the \$2,000,000 that was allocated for the projects has been added as a transfer to reserves to maintain the \$3,000,000 capital year for 2021. Should the Board decide to pursue the grants, the money will be reallocated back to the two projects.

The total balance for the 2021 capital in the chart above balances at \$3,168,289, this is because the Chetwynd Scale Relocation is using \$168,289 from the capital reserve.

Funding Sources

For 2021 the funding totals -\$16,961,289; which is a decrease of \$1,700,883 (9%) from 2020.

A chart summarizing the funding sources has been provided below:

2021 Funding

Source	2021	Change from 2020
Compost	\$75,000	Increase of \$75,000 (100%)
Fees	\$4,391,725	Increase of \$218,279 (5.2%)
Grants	\$750,000	Increase of \$150,000 (25%)
Misc.	\$38,000	Increase of \$2,500 (7%)
Recycling	\$45,000	Increase of \$2,000 (28.6%)
Requisition	\$8,320,275	Increase of \$784,192(10.4%)
Capital Reserves	\$168,289	Decrease of \$2,693,855 (94%)
Capital Surplus	\$2,193,000	Decrease of \$185,999 (7.8%)
Surplus	\$980,000	Decrease of \$53,000 (5.1%)
Totals	\$16,961,289	Decrease of \$1,700,883 (9%)

The draft 2021 budget as presented accomplished the goals established in option 4:

- The Core budget was stabilized at \$11,600,000.
- The Capital budget for new projects is \$3,000,000.
- Requisition was increased by \$784,192.
- Funds from Tipping Fees increased by \$218,279 (5%).
- Surplus was decreased by \$53,000.

The complete budget report is provided in attachment 1 “2021 Draft Solid Waste Budget.”

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The current balance of the Solid Waste Operational Reserve is \$1,099,566.79. As of December 31, 2020, there was a \$2,700,000 surplus in the operational budget (\$1,000,000 from additional revenues and \$1,700,000 from unspent core expenses). It is anticipated that approximately \$700,000 is yet to be invoiced leaving a surplus of approximately \$2,000,000 by January 15, 2021. With the use of \$980,000 in surplus in the 2021 budget, the remaining \$1,020,000 will be moved into the operating reserve.

The current balance of the Solid Waste Capital Reserve is \$5,671,854 as of October 31, 2020. As of January 5, 2021 there is a total of \$1,733,290 remaining to be transferred from reserve, and \$2,193,000 in carry forward projects leaving approximately \$1,745,564 remaining in the capital reserve by January 15, 2021.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Supplemental request – Solid Waste Seasonal Tech
2. 2021 Solid Waste Draft Budget

External Links:

1. [December 3, 2020 SWC Meeting “Financial Sustainability For Solid Waste” Presentation](#)

2021 Budget - Supplemental Item						
Title: Solid Waste Seasonal Tech		Environmental Services				
Division: Solid Waste		Regional Solid Waste Management - 500				
Type: Operating Supplemental - Ongoing		Medium				
Description						
<p>The Solid Waste Department would like to hire a seasonal employee for 2021. The intention is for the position to have 35 hour week for approximately 17 weeks. The position will be for a summer student with an technical background (Civil or Environmental). The goal for this position is to allow the Solid Waste Department to have eyes on each project that is underway each week, which will help catch any discrepancies early that could lead to change orders within the project.</p>						
Benefits						
<p>The Seasonal tech will be able to be on site for each capital and operational project through the summer months. They will rotate through projects every day and provide the Solid Waste Department with a set of eyes to monitor how the project is progressing. The presents of a PRRD employee on site will also ensure the contractors are working efficiently. With an Environmental or Civil tech background there is opportunity to have the seasonal worker aid QA/QC for projects helping reduce site visits from consultants from out of the region.</p>						
Risks						
<p>In the past projects have been monitored by consultants, most of the consultants that complete the design work for these types of projects are from out of the area and daily inspections become financially restrictive. As such, inspections and site visits are typically held to key milestones in the project, which could leave weeks in-between site visits.</p>						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition	23,000					23,000
						0
						0
	23,000	0	0	0	0	23,000
Expenses						
Expenses	2021	2022	2023	2024	2025	5 Year Total
Wages	23,000					23,000
						0
						0
						0
						0
						0
						0
						0
	23,000	0	0	0	0	23,000
Administration						
Author: Gerritt Lacey					Date Prepared: 11-23-2020	
Approval Date						



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0015 Requisition	(6,427,002)	(6,427,004)	(5,320,275.00)
Total 1-0010 Requisition	(6,427,002)	(6,427,004)	(5,320,275.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(1,033,000)	(1,033,000)	(980,000.00)
Total 1-0020 Surplus/Deficit	(1,033,000)	(1,033,000)	(980,000.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(841,524)	(600,000)	(750,000.00)
01-1-0030-0034 Municipal Grants-in-lieu	(9,270)		
Total 1-0030 Grants	(850,794)	(600,000)	(750,000.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(26,049)	(25,000)	(25,000.00)
01-1-0040-0044 Extra Equipment Charges	(2,455)		
Total 1-0040 Recovery of Costs	(28,504)	(25,000)	(25,000.00)
1-0050 Fees and Permits			
01-1-0050-0055 Fees - Schedule C Misc	(505)		
01-1-0050-0057 Fees - Weight	(4,020)	(2,639)	(3,000.00)
Total 1-0050 Fees and Permits	(4,525)	(2,639)	(3,000.00)
1-0090 Rental Income			
01-1-0090-0091 Pipelines	(3,000)		(3,000.00)
Total 1-0090 Rental Income	(3,000)		(3,000.00)
1-0100 Multi-Material BC			
01-1-0100-0100 Recycle Revenue	(32,267)	(42,000)	(35,000.00)
01-1-0100-0101 Municipal Revenue	(10,277)	(10,500)	(10,000.00)
Total 1-0100 Multi-Material BC	(42,544)	(52,500)	(45,000.00)
1-0120 Administration			
01-1-0120-0123 Sale of assets	(21,733)		
Total 1-0120 Administration	(21,733)		
1-0150 Recycling			
01-1-0150-0000 General	(193,450)		(75,000.00)
01-1-0150-0100 Contract Revenue (Recycle)	(50,941)		(10,000.00)
01-1-0150-0151 Metal		(1,000)	
Total 1-0150 Recycling	(244,391)	(1,000)	(85,000.00)
1-2005 Bessborough Land Fill			
01-1-2005-0000 Fees - Transfer Stations-BBLF	(991,605)	(1,092,422)	(1,000,000.00)



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
01-1-2005-0120 Cash Short/Over-BBLF	288		
Total 1-2005 Bessborough Land Fill	(991,317)	(1,092,422)	(1,000,000.00)
1-2010 Buick Creek			
01-1-2010-0000 Fees - Transfer Stations-BCTS	(802)	(900)	(850.00)
01-1-2010-0120 Cash Short/Over-BCTS	6		
Total 1-2010 Buick Creek	(796)	(900)	(850.00)
1-2020 Cecil Lake			
01-1-2020-0000 Fees - Transfer Stations-CLTS	(3,022)	(2,880)	(3,000.00)
01-1-2020-0120 Cash Short/Over-CLTS	3		
Total 1-2020 Cecil Lake	(3,019)	(2,880)	(3,000.00)
1-2030 Chetwynd LF			
01-1-2030-0000 Fees - Transfer Stations-CHLF	(853,672)	(660,000)	(725,000.00)
01-1-2030-0120 Cash Short/Over-CHLF	(96)		
Total 1-2030 Chetwynd LF	(853,768)	(660,000)	(725,000.00)
1-2040 Dawson Creek			
01-1-2040-0000 Fees - Transfer Stations-DCTS	(74,025)	(69,000)	(71,000.00)
01-1-2040-0120 Cash Short/Over-DCTS	(207)		
Total 1-2040 Dawson Creek	(74,232)	(69,000)	(71,000.00)
1-2050 Goodlow			
01-1-2050-0000 Fees - Transfer Stations-GOTS	(700)	(600)	(600.00)
01-1-2050-0120 Cash Short/Over-GOTS	2		
Total 1-2050 Goodlow	(698)	(600)	(600.00)
1-2070 Kelly Lake			
01-1-2070-0000 General Fees-KLTS	(1,758)	(1,320)	(1,500.00)
01-1-2070-0120 Cash Short/Over-KLTS	4		
Total 1-2070 Kelly Lake	(1,754)	(1,320)	(1,500.00)
1-2090 Mile 62.5			
01-1-2090-0000 Fees - Transfer Stations-MITS	(2,364)	(3,108)	(2,500.00)
01-1-2090-0120 Cash Short/Over-MITS	1		
Total 1-2090 Mile 62.5	(2,363)	(3,108)	(2,500.00)
1-2110 Moberly Lake			
01-1-2110-0000 Fees - General-MLTS	(6,528)	(6,120)	(6,500.00)
01-1-2110-0120 Cash Short/Over-MLTS			
Total 1-2110 Moberly Lake	(6,528)	(6,120)	(6,500.00)
1-2120 North Peace LF			
01-1-2120-0000 Fees - Transfer Stations-NPRLF	(2,788,783)	(2,310,000)	(2,553,425.00)



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
01-1-2120-0120 Cash Short/Over-NPRLF	1,746		
Total 1-2120 North Peace LF	(2,787,037)	(2,310,000)	(2,553,425.00)
1-2140 Pink Mountain			
01-1-2140-0000 Fees General - PMTS	(642)	(1,200)	(1,000.00)
Total 1-2140 Pink Mountain	(642)	(1,200)	(1,000.00)
1-2160 Prespatou			
01-1-2160-0000 General Fees-PPTS	(3,925)	(3,996)	(3,750.00)
01-1-2160-0120 Cash Short/Over-PPTS	7		
Total 1-2160 Prespatou	(3,918)	(3,996)	(3,750.00)
1-2170 Rolla			
01-1-2170-0000 Fees - General-ROTS	(4,544)	(4,500)	(4,500.00)
01-1-2170-0120 Cash Short/Over-ROTS	31		
Total 1-2170 Rolla	(4,513)	(4,500)	(4,500.00)
1-2180 Rose Prairie			
01-1-2180-0000 Fees - Transfer Stations-RPTS	(3,638)	(2,640)	(2,800.00)
01-1-2180-0120 Cash Short/Over-RPTS	11		
Total 1-2180 Rose Prairie	(3,627)	(2,640)	(2,800.00)
1-2210 Tomslake			
01-1-2210-0000 General Fees-TLTS	(6,544)	(5,520)	(5,750.00)
01-1-2210-0120 Cash Short/Over-TLTS	12		
Total 1-2210 Tomslake	(6,532)	(5,520)	(5,750.00)
1-2240 Upper Halfway			
01-1-2240-0000 Fees - General-UHTS	(4,802)	(4,800)	(4,800.00)
Total 1-2240 Upper Halfway	(4,802)	(4,800)	(4,800.00)
1-2250 Wonowon			
01-1-2250-0000 General Fees-WWTS	(1,747)	(1,800)	(1,750.00)
01-1-2250-0120 Cash Short/Over-WWTS	2	(1)	
Total 1-2250 Wonowon	(1,745)	(1,801)	(1,750.00)
TOTAL REVENUES	(13,402,784)	(12,311,950)	(11,600,000.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	601,742	504,156	593,500.00
01-2-1000-1030 Benefits	141,579	137,728	172,115.00
01-2-1000-1040 WCB	9,376	5,904	9,200.00
01-2-1000-2030 Phone/Internet	6,223	5,500	6,800.00



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
01-2-1000-2050 Miscellaneous	198	5,000	5,000.00
01-2-1000-2055 Contingency		20,800	32,500.00
01-2-1000-2065 Insurance - Property	522	738	600.00
01-2-1000-2070 Insurance - Liability	738	870	500.00
01-2-1000-2080 Insurance - AD&D	141		150.00
01-2-1000-2110 R&M - Buildings	54		
01-2-1000-3010 Travel	571	3,500	2,500.00
01-2-1000-3016 Mileage	2,523	1,000	3,000.00
01-2-1000-3020 Meals	6,338	8,000	8,000.00
01-2-1000-3030 Training & Development	11,335	35,000	25,000.00
01-2-1000-3040 Conferences & Seminars	65		
01-2-1000-3050 Memberships	5,613	8,183	6,500.00
01-2-1000-3060 Meetings	667	2,000	1,500.00
01-2-1000-3100 Contract for Services		2,000	
01-2-1000-5010 Advertising Services	48	16,000	7,500.00
01-2-1000-5020 Consulting Services	70,601	150,000	75,000.00
01-2-1000-5030 Legal Services	31,766	30,000	25,000.00
01-2-1000-5060 Studies, Plans and Assessments	47,500	57,000	25,000.00
01-2-1000-5110 Supplies - Warehouse	13,069	16,000	15,000.00
01-2-1000-5120 Supplies - Office	29,688	30,000	30,000.00
01-2-1000-5135 Extra Equipment Charges	2,455		
01-2-1000-6035 Mitigation of Closed Landfills	85,545	100,000	60,000.00
02-2-1000-3020 Meals			
Total 2-1000 General Expenditures	1,068,357	1,139,379	1,104,365.00
2-1100 Administration			
01-2-1100-1110 Banking Fees	9,894	15,000	15,000.00
Total 2-1100 Administration	9,894	15,000	15,000.00
2-1150 Allocations			
01-2-1150-1160 Administration	232,037	232,037	286,013.00
01-2-1150-1190 PRRD Vehicles	110,697	110,700	151,995.00
Total 2-1150 Allocations	342,734	342,737	438,008.00
2-1200 Finance			
01-2-1200-3016 Mileage - in region (FIN)			
Total 2-1200 Finance			
2-2005 Bessborough Land Fill			
01-2-2005-1110 Banking Fees - BBLF	2,350	3,060	3,000.00



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
01-2-2005-2065 Insurance - Property BBLF	606	622	610.00
01-2-2005-2070 Insurance - Liability BBLF	369	369	500.00
01-2-2005-6010 Operations-BBLF	145,670	94,000	110,000.00
01-2-2005-6020 Contractor-BBLF	1,006,705	1,171,800	1,002,340.00
01-2-2005-6040 Water Monitoring-BBLF	21,037	15,153	13,000.00
Total 2-2005 Bessborough Land Fill	1,176,737	1,285,004	1,129,450.00
2-2010 Buick Creek			
01-2-2010-1110 Banking Fees - BCTS	828	924	900.00
01-2-2010-2065 Insurance - Property BCTS	217	221	225.00
01-2-2010-2070 Insurance - Liability BCTS	369	369	500.00
01-2-2010-6010 Operations-BCTS	5,580	9,000	5,000.00
01-2-2010-6025 Contractor/Transport/Haul-BCTS	71,080	73,440	80,000.00
Total 2-2010 Buick Creek	78,074	83,954	86,625.00
2-2020 Cecil Lake			
01-2-2020-1110 Banking Fees - CLTS	837	936	900.00
01-2-2020-2065 Insurance - Property CLTS	116	117	130.00
01-2-2020-2070 Insurance - Liability CLTS	369	369	500.00
01-2-2020-6010 Operations-CLTS	5,663	25,000	5,000.00
01-2-2020-6025 Contractor/Transport/Haul-CLTS	76,975	73,440	87,500.00
Total 2-2020 Cecil Lake	83,960	99,862	94,030.00
2-2030 Chetwynd LF			
01-2-2030-1110 Banking Fees - CHLF	3,401	2,040	4,000.00
01-2-2030-2065 Insurance - Property CHLF	281	288	290.00
01-2-2030-2070 Insurance - Liability CHLF	369	369	500.00
01-2-2030-6010 Operations-CHLF	80,554	52,000	50,000.00
01-2-2030-6020 Contractor-CHLF	495,411	624,750	471,000.00
01-2-2030-6040 Water Monitoring-CHLF	19,356	16,533	12,535.00
Total 2-2030 Chetwynd LF	599,372	695,980	538,325.00
2-2040 Dawson Creek			
01-2-2040-1110 Banking Fees DCTS	1,360	1,320	1,400.00
01-2-2040-2065 Insurance - Property DCTS	597	555	625.00
01-2-2040-2070 Insurance - Liability DCTS	369	369	500.00
01-2-2040-6010 Operations-DCTS	58,532	55,000	40,000.00
01-2-2040-6025 Contractor/Transport/Haul-DCTS	311,069	292,230	353,200.00
01-2-2040-6030 Transport/Haul-Refuse Serv.Agreement	23,277	23,672	22,000.00
01-2-2040-6040 Water Monitoring-DCTS	18,709	15,105	12,200.00



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
Total 2-2040 Dawson Creek	413,913	388,251	429,925.00
2-2043 East Pine			
01-2-2043-6040 Water Monitoring-East Pine	3,469	3,036	3,940.00
Total 2-2043 East Pine	3,469	3,036	3,940.00
2-2050 Goodlow			
01-2-2050-1110 Banking Fees - GOTS	828	924	900.00
01-2-2050-2065 Insurance - Property GOTS	218	222	230.00
01-2-2050-2070 Insurance - Liability GOTS	369	369	500.00
01-2-2050-6010 Operations-GOTS	4,680	9,000	5,000.00
01-2-2050-6025 Contractor/Transport/Haul-GOTS	69,791	70,992	85,000.00
Total 2-2050 Goodlow	75,886	81,507	91,630.00
2-2055 Groundbirch			
01-2-2055-6040 Water Monitoring - Groundbirch	3,615	9,425	
Total 2-2055 Groundbirch	3,615	9,425	
2-2060 Hudsons Hope			
01-2-2060-2065 Insurance - Property HHTS	92	45	100.00
01-2-2060-2070 Insurance - Liability HHTS	369	369	500.00
01-2-2060-6010 Operations-HHTS	15,624	35,000	17,000.00
01-2-2060-6020 Contractor-HHTS	55,200	55,800	60,000.00
01-2-2060-6030 Transport/Haul-HHTS	101,509	119,678	120,000.00
01-2-2060-6040 Water Monitoring-HHTS	6,572	7,335	5,070.00
Total 2-2060 Hudsons Hope	179,366	218,227	202,670.00
2-2070 Kelly Lake			
01-2-2070-1110 Banking Fees - KLTS	834	924	900.00
01-2-2070-2065 Insurance - Property KLTS	218	222	220.00
01-2-2070-2070 Insurance - Liability KLTS	369	369	500.00
01-2-2070-6010 Operations-KLTS	8,370	25,000	3,350.00
01-2-2070-6025 Contractor/Transport/Haul-KLTS	85,269	94,860	95,000.00
Total 2-2070 Kelly Lake	95,060	121,375	99,970.00
2-2080 Landfill Gas System			
01-2-2080-6010 Operations-LF GAS			
01-2-2080-6020 Contractor-LF Gas	46,092	100,000	75,000.00
Total 2-2080 Landfill Gas System	46,092	100,000	75,000.00
2-2090 Mile 62.5			
01-2-2090-2065 Insurance - Property Mile 62.5 TS	127	222	130.00
01-2-2090-2070 Insurance - Liability Mile 62.5 TS	369	369	500.00

Peace River Regional District
Budget Report by Cost Centre



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General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
01-2-2090-6010 Operations-MITS	6,106	8,000	5,000.00
01-2-2090-6020 Contractor-MITS	50,400	55,440	65,000.00
01-2-2090-6040 Water Monitoring-MITS	5,468	6,700	4,135.00
Total 2-2090 Mile 62.5	62,470	70,731	74,765.00
2-2095 Mile 98			
01-2-2095-6040 Water Monitoring - Mile 98	6,071	7,981	
Total 2-2095 Mile 98	6,071	7,981	
2-2098 Miligan Creek			
01-2-2098-6040 Water Monitoring - Milligan	3,153	10,350	
Total 2-2098 Miligan Creek	3,153	10,350	
2-2100 Misc Transfer Stations			
01-2-2100-2065 Insurance - Property (Misc TS)	419	37	500.00
01-2-2100-2070 Insurance - Liability Misc TS	369	369	500.00
01-2-2100-6010 Operations - Misc TS	32,382	80,000	45,000.00
01-2-2100-6030 Transport/Haul - Misc TS	7,477	9,000	9,000.00
Total 2-2100 Misc Transfer Stations	40,647	89,406	55,000.00
2-2110 Moberly Lake			
01-2-2110-1110 Banking Fees - MLTS	841	924	900.00
01-2-2110-2065 Insurance - Property MLTS	218	222	225.00
01-2-2110-2070 Insurance - Liability MLTS	369	369	500.00
01-2-2110-6010 Operations-MLTS	13,216	10,000	11,000.00
01-2-2110-6025 Contractor/Transport/Haul-MLTS	75,663	78,336	85,000.00
01-2-2110-6040 Water Monitoring-MLTS	5,235	14,759	
Total 2-2110 Moberly Lake	95,542	104,610	97,625.00
2-2120 North Peace LF			
01-2-2120-1110 Banking Fees - NPRLF	6,931	4,800	7,000.00
01-2-2120-2065 Insurance - Property NPRLF	318	311	325.00
01-2-2120-2070 Insurance - Liability NPRLF	369	369	500.00
01-2-2120-6005 Composting-NPRLF	26,025	70,000	20,000.00
01-2-2120-6010 Operations-NPRLF	47,916	53,000	160,000.00
01-2-2120-6020 Contractor-NPRLF	1,491,206	1,821,750	1,330,353.00
01-2-2120-6040 Water Monitoring-NPRLF	13,548	4,374	11,230.00
Total 2-2120 North Peace LF	1,586,313	1,954,604	1,529,408.00
2-2130 NP Haul All PL6			
01-2-2130-6030 Transport/Haul-NP Haul	92,050	100,000	134,000.00
Total 2-2130 NP Haul All PL6	92,050	100,000	134,000.00



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
2-2140 Pink Mountain			
01-2-2140-1110 Banking Fees - PMTS	829	924	900.00
01-2-2140-2065 Insurance - Property PMTS	218	222	225.00
01-2-2140-2070 Insurance - Liability PMTS	369	369	500.00
01-2-2140-6010 Operations-PMTS	3,237	9,000	3,330.00
01-2-2140-6025 Contractor/Transport/Haul-PMTS	69,212	79,560	80,000.00
Total 2-2140 Pink Mountain	73,865	90,075	84,955.00
2-2150 Pouce Coupe			
01-2-2150-6030 Transport/Haul - Pouce Coupe	1,185	1,224	1,200.00
Total 2-2150 Pouce Coupe	1,185	1,224	1,200.00
2-2160 Prespatou			
01-2-2160-1110 Banking Fees - PPTS	842	936	900.00
01-2-2160-2065 Insurance - Property PPTS	192	194	210.00
01-2-2160-2070 Insurance - Liability PPTS	369	369	500.00
01-2-2160-6010 Operations-PPTS	19,051	19,000	20,000.00
01-2-2160-6025 Contractor/Transport/Haul-PPTS	90,344	85,680	100,000.00
Total 2-2160 Prespatou	110,798	106,179	121,610.00
2-2170 Rolla			
01-2-2170-1110 Banking Fees - ROTS	846	936	900.00
01-2-2170-2065 Insurance - Property ROTS	218	222	225.00
01-2-2170-2070 Insurance - Liability ROTS	369	369	200.00
01-2-2170-6010 Operations-ROTS	5,772	9,000	5,000.00
01-2-2170-6025 Contractor/Transport/Haul-ROTS	67,397	64,872	80,000.00
Total 2-2170 Rolla	74,602	75,399	86,325.00
2-2180 Rose Prairie			
01-2-2180-1110 Banking Fees - RPTS	842	936	900.00
01-2-2180-2065 Insurance - Property RPTS	104	105	125.00
01-2-2180-2070 Insurance - Liability RPTS	369	369	500.00
01-2-2180-6010 Operations-RPTS	7,253	25,000	7,000.00
01-2-2180-6025 Contractor/Transport/Haul-RPTS	79,048	95,472	95,000.00
01-2-2180-6040 Water Monitoring-RPTS	22,618	11,373	17,610.00
Total 2-2180 Rose Prairie	110,234	133,255	121,135.00
2-2190 SP Haul All PL6			
01-2-2190-6030 Transport/Haul - SP Haul	276,518	359,100	315,000.00
Total 2-2190 SP Haul All PL6	276,518	359,100	315,000.00
2-2200 Taylor			



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
01-2-2200-6030 Transport/Haul-Refuse Serv.Agreement	6,240	12,750	12,750.00
01-2-2200-6040 Water Monitoring - Taylor	7,189	6,621	5,790.00
Total 2-2200 Taylor	13,429	19,371	18,540.00
2-2210 Tomslake			
01-2-2210-1110 Banking Fees - TLTS	845	948	900.00
01-2-2210-2065 Insurance - Property TLTS	148	149	175.00
01-2-2210-2070 Insurance - Liability TLTS	369	369	500.00
01-2-2210-6010 Operations-TLTS	9,188	29,000	10,000.00
01-2-2210-6025 Contractor/Transport/Haul-TLTS	93,960	93,024	100,000.00
Total 2-2210 Tomslake	104,510	123,490	111,575.00
2-2230 Tumbler Ridge			
01-2-2230-2065 Insurance - Property TRTS	128	222	225.00
01-2-2230-2070 Insurance - Liability TRTS	369	369	500.00
01-2-2230-6010 Operations - Tumbler Ridge	5,550	10,000	10,000.00
01-2-2230-6020 Contractor - Tumbler Ridge	140,967	238,000	160,000.00
01-2-2230-6030 Transport/Haul - Tumbler Ridge	155,275	207,442	205,000.00
Total 2-2230 Tumbler Ridge	302,289	456,033	375,725.00
2-2240 Upper Halfway			
01-2-2240-1110 Banking Fees - UHTS	854	948	900.00
01-2-2240-2065 Insurance - Property UHTS	218	222	225.00
01-2-2240-2070 Insurance - Liability UHTS	369	369	500.00
01-2-2240-6010 Operations-UHTS	5,473	9,000	5,000.00
01-2-2240-6025 Contractor/Transport/Haul-UHTS	73,693	74,664	80,000.00
Total 2-2240 Upper Halfway	80,607	85,203	86,625.00
2-2250 Wonowon			
01-2-2250-1110 Banking Fees - WWTS	836	936	900.00
01-2-2250-2065 Insurance - Property WWTS	113	114	150.00
01-2-2250-2070 Insurance - Liability WWTS	369	369	500.00
01-2-2250-6010 Operations-WWTS	5,938	11,000	5,000.00
01-2-2250-6025 Contractor/Transport/Haul-WWTS	89,521	91,800	100,000.00
Total 2-2250 Wonowon	96,777	104,219	106,550.00
2-2300 Waste Reduction			
01-2-2300-6115 Spring/Fall Cleanup	279,021	266,000	280,000.00
01-2-2300-6116 Cleanup coupons	4,634	10,000	7,500.00
01-2-2300-6120 Recycling	1,682,728	2,103,147	2,100,000.00
01-2-2300-6130 Education	5,097	30,000	25,000.00



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
01-2-2300-6140 Taylor Site Rental	6,000	6,000	6,000.00
01-2-2300-6150 MMBC Municipal Recycle Reimbursement	10,277	20,000	11,000.00
Total 2-2300 Waste Reduction	1,987,757	2,435,147	2,429,500.00
2-8000 M.F.A			
01-2-8000-8030 Long-term principal	850,262	850,262	850,262.00
01-2-8000-8040 Long-term interest - MFA	327,174	327,174	327,174.00
Total 2-8000 M.F.A	1,177,436	1,177,436	1,177,436.00
2-8100 Transfers to Reserve			
01-2-8100-8120 Operating Reserve			139,088.00
01-2-8100-8140 Landfill Closure Liability Reserve	224,400	224,400	225,000.00
Total 2-8100 Transfers to Reserve	224,400	224,400	364,088.00
TOTAL EXPENDITURES	10,697,182	12,311,950	11,600,000.00
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0015 Requisition	(1,109,079)	(1,109,079)	(3,000,000.00)
Total 7-0010 Requisition	(1,109,079)	(1,109,079)	(3,000,000.00)
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit			(2,193,000.00)
Total 7-0020 Surplus/Deficit			(2,193,000.00)
7-0140 Transfers from Reserve			
01-7-0140-0141 Capital Reserve	(657,317)	(5,241,143)	(168,289.00)
Total 7-0140 Transfers from Reserve	(657,317)	(5,241,143)	(168,289.00)
TOTAL CAPITAL REVENUES	(1,766,396)	(6,350,222)	(5,361,289.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-2-8100-8110 Capital Reserve			2,295,733.00
01-8-8500-8503 Infrastructure	3,564,410	6,350,222	3,065,556.00
Total 8-8500 Transfer to General Capital Fund	3,564,410	6,350,222	5,361,289.00
TOTAL CAPITAL EXPENDITURES	3,564,410	6,350,222	5,361,289.00
Surplus / Deficit	(907,588)		



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-032

From: Paulo Eichelberger, General Manager of Environmental Services

Date: January 15, 2021

Subject: Agricultural Plastics Pilot Program Costs

RECOMMENDATION:

That the Solid Waste Committee recommend 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 cost of \$43,416 between 2021 and 2023.

BACKGROUND/RATIONALE:

Cleanfarms and the PRRD have been working together to develop an agricultural plastics program in the Region. The Program would be split 50/50 between Cleanfarms and the PRRD. Cleanfarms would be managing the logistics of the program (collection, transportation, sourcing end markets, etc), while the PRRD would be administering the program at the sites. Cleanfarms and the PRRD would be working closely together to evaluate and monitor the program for efficiencies.

The agricultural plastics program would be operational at the following six PRRD Solid Waste Facilities:

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

The aim is to collect twine and bale wrap in collection bags that farmers can obtain from the participating sites. Once a bag is filled on the farm, the bags can then be brought back to the site for collection and consolidation. Grain bags would be collected via a "Grain Bag Roller" that would be purchased as part of the program. Detailed collection and transportation methods is outlined in *Attachment 1: Cleanfarms - Programming and Budget Proposal Agricultural Plastics Recycling*.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee recommend that the Regional Board partner with Cleanfarms to develop and deliver an agricultural plastics pilot program for silage film, bale wrap, grain bags, and twine at an estimated cost of \$192,169.00 between 2021 and 2023.
2. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

Cleanfarms has been able to refine costs to conduct an agricultural plastics pilot program based on the Waste Characterization Study that they completed in October to December 2020.

Cleanfarms developed two program costs, Budget A for the collection of twine, bale wrap, and grain bags and Budget B for the collection of silage, twine, bale wrap, and grain bags.

Budget A:

Program Items	2021	2022	2023	
Communication	\$7,500	\$2,000	\$2,000	
Collection	\$31,742	\$20,802	\$22,362	
Administration	\$7,935	\$5,200	\$5,591	Total
<i>Estimated Expense Total</i>	<i>\$47,177</i>	<i>\$28,002</i>	<i>\$29,953</i>	<i>\$105,132</i>
<i>Estimated PRRD Costs</i>	<i>\$23,589</i>	<i>\$14,001</i>	<i>\$14,976</i>	<i>\$52,656</i>
<i>Total Estimated Revenue</i>	<i>\$5,520</i>	<i>\$6,100</i>	<i>\$6,680</i>	<i>\$18,300</i>
<i>PRRD Revenue (50%)</i>	<i>\$2,760</i>	<i>\$3,050</i>	<i>\$3,340</i>	<i>\$9,150</i>
Grand Total	\$41,647	\$21,902	\$23,273	\$86,832
PRRD Total Costs (50%)	\$20,829	\$10,951	\$11,636	\$43,416

Budget B:

Program Items	2021	2022	2023	
Communication	\$7,500	\$2,000	\$2,000	
Collection	\$95,210	\$100,137	\$117,564	
Administration	\$23,802	\$25,034	\$29,391	Total
<i>Estimated Expense Total</i>	<i>\$126,512</i>	<i>\$127,171</i>	<i>\$148,955</i>	<i>\$402,638</i>
<i>Estimated PRRD Costs</i>	<i>\$63,256</i>	<i>\$63,586</i>	<i>\$74,478</i>	<i>\$201,319</i>
<i>Total Estimated Revenue</i>	<i>\$5,520</i>	<i>\$6,100</i>	<i>\$6,680</i>	<i>\$18,300</i>
<i>PRRD Revenue (50%)</i>	<i>\$2,760</i>	<i>\$3,050</i>	<i>\$3,340</i>	<i>\$9,150</i>
Grand Total	\$120,992	\$121,071	\$142,275	\$384,338
PRRD Total Costs (50%)	\$60,496	\$60,536	\$71,138	\$192,169

COMMUNICATIONS CONSIDERATION(S):

A communications plan will be developed as part of developing the collection program to provide outreach to the public.

OTHER CONSIDERATION(S):

Cleanfarms has received a grant from Agriculture and Agri-Food Canada under the Canadian Agriculture Strategic Priorities Program (CASPP) to conduct three-year pilot programs across the country for the collection and recycling of agricultural plastics that are not currently being collected through existing stewardship programs. The aim of these pilot programs is to gather data and establish collection methods to help developed into a future Stewardship Program.

Attachments:

1. Cleanfarms - Programming and Budget Proposal Agricultural Plastics Recycling

Programming and Budget Proposal

Agricultural Plastics Recycling

Pilot programs in Peace River Regional District, British Columbia

Prepared for the Solid Waste Committee of Peace River Regional District

January 2021

Overview

Cleanfarms has enclosed budgets for running pilot projects for agricultural plastics including grain bags, twine, and bale wrap and silage plastic over the next 3 years. These materials have been identified as challenging materials for farmers in the Peace River Regional District to manage. Additionally, there is opportunity to keep these materials out of landfills and the environment by recirculating them in the economy through recycling or energy recovery through incineration.

There are two detailed options presented in appendices: Budget A outlines potential costs for the collection of only grain bags and twine. This is the least expensive option due to strong, revenue neutral/positive end markets. Budget B outlines the potential costs for the collection of grain bags, twine, and bale and silage film. Option B is more expensive due primarily to the current challenge with end markets and the lower value of the material.

Summary total: program options	3-year total	PRRD 50%	PRRD av. \$/yr
Budget A – Twine and Grain Bags	\$86,832	\$43,416	\$14,472
Budget B – Silage plastics addition	\$384,338	\$192,169	\$64,056

We have elaborated on collection methods, material collection rates, transportation and baling costs, end markets, and reporting recommendations below to provide further context to the enclosed budgets. Cleanfarms is seeking a 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 would 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.

Reporting and Invoicing

It is recommended that short quarterly updates, corresponding with a proposed quarterly invoicing schedule, be provided so that both parties remain aware of program successes, challenges and costs. Reports would include the tonnage of materials collected and on-going costs estimates so that adjustments can be made. For example, it may become apparent that we are under or over budget due to lower or higher than anticipated collection volumes and adjustments to the collection site locations may be required, or that a targeted communication strategy may be needed to address material contamination issues. These are some examples of pivots we have seen at the outset of other pilot programs. The first year of any pilot program always provides important data for making adjustments.

Collection methods

Both budgets factor in collection methods that include collection bags and a grain bag roller as part of programming. Different material streams will have different collection methods. Twine, bale wrap and silage film will use collection bags, and grain bags will use the grain bag roller. To start, collection will take place at the 6 sites proposed by the committee. The methods proposed are the most well tested across our programs in Canada at the moment. These methods help with on-farm material management and better maintain material cleanliness for recycling markets.

Twine, bale wrap and silage plastic: Collection bags

- Cleanfarms will provide collection bags and communications material to participating collection sites
- 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 separated plastic (bale wrap, twine, silage film) to the collection sites
- A contracted collection truck will collect the material when sites have accumulated sufficient material (no specialized handling equipment needed)
- The plastic will be baled and sent for recycling.

Grain Bags: Grain bag roller

- PRRD could purchase a grain bag roller, noted as \$10k in both budgets for year one (Cleanfarms would provide 50% supporting funds and communications material as per cost-sharing agreement)**
- The roller would be housed at a central location for farmers using grain bags to borrow/rent and roll their material
- Properly rolled material can be sent directly for recycling, which reduces program costs (no extra consolidation and baling required)

**If PRRD does not purchase the grain bag roller, we will look to find a contractor that can make one available. Note that this would add additional contractor costs. Grain bag rollers are essential to a grain bag collection program as they significantly reduce the burden on farmer participation, and make the material acceptable for recycling markets.

Material Collection Rates

Based on the waste characterization study commissioned for the region we have updated the collection rate expectations for materials. Typically, we want to phase up anticipated collection rates to remain within budget considerations. These rates can be adjusted throughout the pilot phase as desired and based on feedback data from the program.

Transportation and baling costs

Transportation costs in the proposed budgets are based on cost per tonne estimates as well as anticipated freight charges for transportation to end markets. The figures used in the budget currently are best estimates based on discussions with contractors and our experience with developing pilot projects in other western provinces. Cleanfarms is currently in discussion with two service providers to determine on-going cost estimates for PRRD. Based on the service provider decision, a material consolidation point will be established. Cleanfarms will manage the logistics and adjust toward efficiencies.

As mentioned, the pilot phase allows for testing and adjustments. This includes adjustments to working expectations with service providers and contractors so that we arrive at reasonable and efficient costs for working with ag materials and maintaining a program. Transportation and consolidation cost updates and changes will be provided in the proposed quarterly reports.

End Markets

Twine collected from the program will be sent to a facility for recycling in Minnesota.

There are three possible end markets for grain bag recycling, with one location in the US, and two in Alberta.

Currently one North American market (Quebec) is being tested for bale wrap. Until markets develop, bale wrap may need to be sent for energy recovery through incineration in Elie, Manitoba. It is a priority for Cleanfarms to transition from energy from waste incineration to recycling when markets (and relevant transportation costs) make recycling feasible.

Conclusion

In summary, two program options and corresponding budgets have been prepared for PRRD based on material estimates from the regional waste characterization study. The quantity of material available for recovery is significant enough to run collection programs for twine, grain bags and bale and silage film. The addition of bale and silage film adds a significant cost at this time, though the material has been emphasized as particularly problematic for farmers and landfills – it is anticipated that the costs to collect and manage bale and silage wrap will decrease over time as demand for recycled plastic increases and new markets for recycling these materials emerge. Cleanfarms has proposed a quarterly reporting and invoicing schedule that allows for changes to be made as new information becomes available. Cleanfarms will adapt to the programmatic desires of the committee.



Solid Waste Committee Terms of Reference

1. Background:

- 1.1 The Peace River Regional District (PRRD) developed a Regional Solid Waste Management Plan that was approved in 2009. The Plan addresses three key areas:
- Greater efficiency of programs and services.
 - Greater focus on reducing, reusing, and recycling to protect our environment.
 - Greater focus on sustainable management to protect future generations.

2. Role of the Committee:

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

3. Structure of the Solid Waste Committee:

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

4. Meetings:

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

5. Procedures:

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

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	