



PEACE RIVER REGIONAL DISTRICT

Solid Waste Committee Meeting Agenda

April 1, 2021, 11:00 a.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	
5.1. Solid Waste Committee Meeting Minutes of March 4, 2021	2
6. Business Arising from the Minutes	
7. Delegations	
8. Correspondence	
9. Reports	
9.1. Solid Waste 2020 IT Allocations, ENV-SWC-040	7
9.2. RFP Award 05-2021 Hudson's Hope Transfer Station Attendant, ENV-SWC-039	9
10. New Business	
11. Diary	
12. Item(s) for Information	
12.1. Terms of Reference	12
13. Adjournment	



PEACE RIVER REGIONAL DISTRICT

SOLID WASTE COMMITTEE MEETING MINUTES

THURSDAY, MARCH 4, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Committee Directors

Director Rose, Electoral Area 'E' – Committee Chair
Director Bumstead, City of Dawson Creek
Director Zabinsky, City of Fort St. John
Alternate Director Deck, District of Chetwynd
Director Fraser, District of Taylor
Director Sperling, Electoral Area 'C' – ex officio
Director Goodings, Electoral Area 'B' (*via teleconference*)

Staff

Shawn Dahlen, Chief Administrative Officer
Tab Young, Deputy Corporate Officer
Paulo Eichelberger, GM of Environmental Services
Gerritt Lacey, Solid Waste Manager
Loryn Day, Solid Waste Coordinator
Suzanne Garrett, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 10:00 am

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Rose Wood waste at the Bessborough Landfill
Alternate Director Deck Share sheds
Director Sperling Regional Solid Waste Management Plan "on-line" survey

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Fraser, SECONDED Director Sperling,
That the Solid Waste Committee adopt the March 4, 2021 Meeting Agenda, as amended
to include Director's new business (wood waste, share sheds, and survey):

1. Call to Order
2. Directors' Notice of New Business
3. Adoption of Agenda
4. Gallery Comments or Questions
5. Adoption of Minutes
 - 5.1 Solid Waste Committee Draft Meeting Minutes of February 4, 2021
6. Business Arising from the Minutes
7. Delegations
8. Correspondence
9. Reports
 - 9.1 Future Groundbirch Transfer Station Land Acquisition, ENV-SWC-037
 - 9.2 Prespatou Waste Transfer Station Weigh Scale, ENV-SWC-036
 - 9.3 Draft Regional Solid Waste Management Plan – Consultation Update, ENV-SWC-035
 - 9.4 2020 Recycling Services Financial Recap, ENV-SWC-038

(Continued on next page)



3.1 Adoption of Agenda
(Cont'd)

10. New Business
 - 10.1 Stockpiled wood waste at the Bessborough Landfill
 - 10.2 Share shed update
 - 10.3 Regional Solid Waste Management "on-line" survey
11. Diary
12. Item(s) for Information
 - 12.1 Solid Waste Terms of Reference
13. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

- 5.1
Feb 4, 2021 SWC Minutes
- MOVED Director Sperling, SECONDED Alternate Director Deck,
That the Solid Waste Committee adopt the February 4, 2021 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

9. REPORTS

- 9.1 Groundbirch Transfer Station Land Acquisition
ENV-SWC-037
- MOVED Director Fraser, SECONDED Director Sperling,
That the Solid Waste Committee recommend that the Regional Board authorize submission of an application to purchase 8225-271 Road (PID 012-260-509) "as is" from the Province, through a Sponsored Crown Grant, for the purpose of expanding and upgrading the existing transfer station.

CARRIED

Staff noted:

- Province will be conducting a third party assessment of the property;
- Property owners within vicinity of the proposed transfer station will be contacted to ascertain any concerns; and
- Cost to remove demolition material from the site is unknown at this time.

- 9.2 Prespatou Transfer Station – Weigh Scales
ENV-SWC-036

MOVED Director Goodings, SECONDED Director Sperling,
That the report titled "Prespatou Waste Transfer Station Weigh Scale ENV-SWC-036" regarding the Prespatou Waste Transfer Station weigh scale be received for discussion.

CARRIED

The Prespatou Farmer's Institute (PFI) utilizes the Prespatou Waste Transfer Station weigh scale and have been advised that due to rising maintenance costs the Regional District will be taking the scale offline in 2021. It is felt that if repairs to the scale are too costly or not achievable, the scale cannot be relied upon to accurately provide weight data for bale/grain handling. As such the transfer station will be operated as a "volume-only transaction" site.



9.2 (Cont'd)

The PFI has requested a meeting with the Regional District to discuss options for continued community use of the scale.

In response to a question staff noted:

2019 - 32 weigh scale tickets issued;

2020 – 16 weigh scale tickets issued.

The scale is accessible 24/7 so “after hour” ticket numbers are not available.

MOVED by Director Goodings, SECONDED by Director Sperling,

That the Solid Waste Committee recommend that the Regional Board authorize the scheduling of a meeting between the Electoral Area ‘B’ Director, PRRD staff and the Prespatou Farmer’s Institute prior to taking the Prespatou Transfer Station Weigh Scale offline in order to discuss options for continued community use of the scale as well as the increase in costs resulting from maintaining scale certification under the *Weights and Measures Act*.

CARRIED

9.3 Draft RSWMP –
Consultation Update
ENV-SWC-035

MOVED Director Fraser, SECONDED Director Sperling,

That the Solid Waste Committee receive the report titled “Draft Regional Solid Waste Management Plan – Consultation Update - ENV-SWC-035” which updates members on the progress of the Public Consultation phase of the Draft Regional Solid Waste Management Plan Renewal project, for discussion.

CARRIED

Discussion ensued regarding the development and use of an informational video as an extra platform to assist with the dissemination of material during the public consultation phase. The video would provide an overview of the Plan posted on the website under “Have Your Say”.

Concern was expressed that the virtual open houses meeting times be expanded to include additional night-time viewing opportunities, to allow more flexibility for public viewing. Open House times could be shared on social media platforms and websites.

MOVED by Director Fraser, SECONDED by Director Sperling,

That the Solid Waste Committee recommend to the Regional Board to authorize the development of informational videos as an addition to the public consultation phase for the Regional Solid Waste Management Plan Renewal process, working with the consultant Morrison Hershfield, at a cost of \$8,500, with funding applied for from the COVID relief fund.

CARRIED

9.4 2020 Recycling
Services Financial Recap
ENV-SWC-038

MOVED Director Fraser, SECONDED Director Sperling,

That the Solid Waste Committee receive the report titled “2020 Recycling Services Financial Recap – ENV-SWC-038”, which provides an update on the Peace River Regional District’s Recycling programs, for discussion.

CARRIED



9.4 (Cont'd)

In 2020 the material handled through Recycling BC (RBC) program provided the Regional District with a net loss of \$1,770,052.61 or -\$408.93/tonne. This can be attributed to the Regional District funding 100% of collection/processing, transportation to market, and uncertain markets.

MOVED by Director Zabinsky, SECONDED by Alternate Director Deck,
That the Solid Waste Committee recommend to the Regional Board that a report be prepared outlining how curbside versus Recycle BC collection/processing of comingled and sorted recyclables is processed and the costs moving forward.

DEFEATED

While some recyclable products fluctuate, trends indicate that current markets are going to continue as is. Is it economically viable to continue with the recycling program? Meet with RBC – determine full picture of how RBC is involved, what are the rules, is RBC being proactive and reaching out to those municipalities not participating in their program. Need to determine market change, what would costs be to provide service of “comingled” versus “segregated?”

MOVED by Director Fraser, SECONDED by Director Bumstead,
That the Solid Waste Committee recommends that the report titled “2020 Recycling Services Financial Recap – ENV-SWC-038” be referred to the Regional Board for input.

CARRIED

10. NEW BUSINESS

10.1 RSWMP Survey

Part of the Consultation Phase in the Regional Solid Waste Management Plan includes distribution of an online and hard copy survey. Committee members have received feedback that the survey lacks actual numbers such as recycling costs versus landfilling costs and tipping fees. These figures would provide information needed to provide an informed response in the survey. It was felt that after each question a space should be included for “comments”.

The General of Environmental Services noted that the survey can be revised to include those changes and extend the deadline for survey responses. Additionally, the public will be advised to utilize the forum space under “Have Your Say” on the website.

10.2 Salvage

The Regional District received a large quantity of dimensional lumber currently stored at the Bessborough Landfill. Members of the public have inquired if there is an opportunity to salvage some of the wood.

The Solid Waste Manager noted that in the near future a share shed system for construction material will be placed on site in the form of a diversion pad – taking into consideration provincial scavenging rules and liability. The diversion pad is scheduled to be built in 2021 with share shed building to follow in 2022.

10.3 Share Shed update

In response to a question from Alternate Director Deck, the General Manager of Environmental Services advised that the share shed pilot project will be expanded to include Chetwynd in 2022. It was confirmed that share sheds are still not in operation at this time due to the COVID-19 pandemic.



11. DIARY

12. ITEMS FOR INFORMATION

12.1 SWC ToR

13. ADJOURNMENT

13.1 The Chair adjourned the Meeting at 11:50 am

CARRIED

Director Rose, Meeting Chair

S. Garrett, Recorder

Draft



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-040

From: Gerritt Lacey, Solid Waste Manager

Date: April 1, 2021

Subject: Solid Waste 2020 IT Allocations

RECOMMENDATION:

That the Solid Waste Committee receive the report titled "Solid Waste 2020 IT Allocations – ENV – SWC-040" which provides the cost of IT operational and capital support for the Solid Waste Function for information.

BACKGROUND/RATIONALE:

On May 28, 2020, the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board request a report outlining Information Technology (IT) cost allocations to the solid waste management function, including capital costs, for consideration by the Solid Waste Committee.

With the conclusion of 2020, staff have prepared this report to provide the Solid Waste Committee information on IT costs through the calendar year.

In 2020, the SW department needed more support from IT than in a typical year. This added support can be attributed to a number of projects/upgrades that took place. The support can be broken into two categories:

1. Operational Support
2. Capital Support

Capital Support

Project		Cost
LF/TS CW6 Upgrade	Supplies	\$0
	Internal	\$2,960
	3 rd Party	\$4,220
	Software Purchase	\$232,276
Total		\$239,456

Operational Support

Project		Cost
LF/TS Computer Upgrades	Supplies – PRRD Purchased	\$21,512
	Internal Staffing	\$777
	3 rd Party	Joined with Capital Project
DCTS Building Upgrade	Supplies – PRRD Purchased	\$0
	Internal Staffing	\$777
	3 rd Party	\$5,070
MLTS Network Repairs	Supplies – PRRD Purchased	\$0
	Internal Staffing	\$259
	3 rd Party	\$4,976
Routine TS/LF Help	Supplies – PRRD Purchased	\$0
	Internal Staffing	\$777
	3 rd Party	\$14,004
Total		\$48,152

IT allocations in 2020 were higher than an average year due to the amount of Capital and Operational Projects. When the projects' costs are removed, the Solid Waste Function utilized \$14,781 worth of IT support for routine maintenance items.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

2020 IT Costs	Cost
Supplies – PRRD Purchased	\$21,512
Internal Staffing	\$5,550
3rd Party	\$28,270
Software Purchase	\$232,276
Total	\$287,608

In 2020, IT costs totaled 1.85% of the Solid Waste Budget.

Routine TS/LF Help totaled 0.10% of the Solid Waste Budget in 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-039

From: Gerritt Lacey, Solid Waste Manager

Date: April 1, 2021

Subject: RFP Award 05-2021 Hudson's Hope Transfer Station Attendant

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board award Request for Proposal 05-2021 'Hudson's Hope Transfer Station Attendant' to Carol Johnson for attendant services at the Hudson's Hope Transfer Station at a total cost of \$225,000 (excl. taxes) for a 3-year term; further, that the Chair and the Chief Administrative Officer be authorized to sign the contract on behalf of the PRRD.

BACKGROUND/RATIONALE:

The Peace River Regional District (PRRD) has a network of 16 manned Transfer Stations (TS). These 16 sites are staffed by 4 contracts/agreements.

- | | |
|--|------------|
| 1. Waste Transfer Station Operation and Haulage Contract | (13 sites) |
| 2. Tumbler Ridge Transfer Site Agreement | (1 site) |
| 3. Hudson's Hope Transfer Station Attendant Contract | (1 site) |
| 4. Mile 62.5 Transfer Station Site Attendant Contract | (1 site) |

Between the years 2000 and 2002, the Hudson's Hope Landfill was closed down and replaced by what is now the Hudson's Hope Transfer Station. The site is considered a Transtor site, however, it accepts *most* of the same materials as a Tier 1 site and is operated as a joint venture between the District of Hudson's Hope (the District) and the PRRD. For these reasons, the site is unique compared to other manned TS sites.

At the Hudson's Hope Transfer Station, the PRRD is responsible for receiving bagged waste from area residents and transporting the material to the landfill. The District is responsible for all other waste streams collected on the site; currently, the District accepts metals, White Goods, Used Oil, Tires, Sorted Wood, and Compostable yard waste at the site, as an additional service to their residents.

The site is kept operational for the PRRD with the use of two contracts:

1. Hudson's Hope Attendant Contract
2. Transtor Collection Haulage Contract

The current contract for the Hudson's Hope attendant services expires on June 1, 2021.

Staff has since gone out to market with a Request for Proposal (RFP) to secure the best pricing for the next three years. Three proposals were received. The proponents were evaluated on Experience, Qualifications, and Budget. The chart below summarizes the ranking of each of the three.

	Carol Johnson	Tervita Corp	William Scott Kylo
Mandatory Requirements			
Submission Form (Appendix B)	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓
Scoring Matrix Results			
Total Score	77.67	72.00	59.00
ANNUAL AVERAGE PROPOSAL COST (Excluding GST)	\$75,000.00	\$81,152.00	\$87,600.00

All three submissions met the mandatory requirements of the RFP. Based on the scoring matrix above, Carol Johnson is the preferred proponent.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The cost of the contract in 2020 was \$55,200 (\$4,600/month).

For 2021, the proposed proponent has an annual cost of \$75,000 (\$6,250/month), which is an increase of 35.8% compared to the previous contract.

The historical costs from 2013 of the contract are summarized below:

Year	Contract	Monthly Cost	Annual Cost
2013	Contract 1	\$4,200	\$50,400
2014		\$4,300	\$51,600
2015		\$4,400	\$52,800
2016	Extension	\$4,400	\$52,800
2017	Extension	\$4,400	\$52,800
2018	Contract 2	\$4,500	\$54,000
2019	Contract 3	\$4,600	\$55,200
2020		\$4,600	\$55,200
2021	Contract 4	\$6,250	\$75,000
2022		\$6,250	\$75,000
2023		\$6,250	\$75,000

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

Carol Johnson has held the contract since 2013 and was a part-time attendant from 2011 – 2013.

The Hudson's Hope TS does not collect tipping fees for any waste streams. The PRRD invoices the cost of the bagged waste to the District, which in turn is paid by their residents through municipal taxes.

In June of 2018, the Regional Board made a resolution to convert the Hudson's Hope Transfer Station into a Tier 1 site. This project was delayed in anticipation of the Regional Solid Waste Management Plan's renewal, which should be completed by June of 2021. The plan is to design the site in 2022, with construction to take place in 2023. The conclusion of the proposed three year term for this contract aligns with the timeline anticipated to convert the site into a Tier 1 site.

If the site turns into a Tier 1 site fully operated by the PRRD, tipping fees will apply in accordance with Solid Waste Regulation and Fees Bylaw No. 2065, 2013 (as amended).



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 and is being amended in 2020-2021. The current 2009 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 six (6) 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 or alternate director from one additional municipality in the South Peace (District of Chetwynd, or Village of Pouce Coupe or District of Tumbler Ridge);
- Director or alternate director from one additional municipality in the North Peace (District of Hudson's Hope or District of Taylor);
- Director or alternate director from the North Peace (Electoral Area 'B' or 'C');
- Director or alternate director from South Peace (Electoral Area 'D' or 'E');
- PRRD Board Chair, as ex-officio member;
- Appropriate Regional District staff person – non-voting.

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

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

4. Meetings:

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

5. Procedures:

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

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/14
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	