

**PEACE RIVER REGIONAL DISTRICT
Solid Waste Committee Meeting Minutes**

DATE: April 30, 2020

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Director Rose, Electoral Area 'E' – Committee Chair
Director Sperling, Electoral Area 'C' - ex officio
Director Goodings, Electoral Area 'B' – *(via teleconference)*
Director Bumstead, City of Dawson Creek – *(via teleconference)*
Director Zabinsky, City of Fort St. John – *(via teleconference)*

Staff

Shawn Dahlen, Chief Administrative Officer – *(via teleconference)*
Paulo Eichelberger, General Manager of Environmental Services
Gerritt Lacey, Solid Waste Manager
Loryn Day, Solid Waste Coordinator - *(via teleconference)*
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 10:00 am

Directors Notice of New Business:

Director Rose Spring clean up
Director Bumstead UNBC update
Director Goodings Plan review

ADOPTION OF THE AGENDA:

MOVED by Director Bumstead, SECONDED by Director Sperling,
that the Solid Waste Committee agenda for the April 30, 2020 meeting, including additional items
for the agenda, be adopted as amended:

1. **Call to Order**
2. **Notice of New Business**
3. **Adoption of the Agenda**
4. **Adoption of the Minutes**
 - 4.1 Solid Waste Committee Meeting Minutes of April 2, 2020
5. **Business Arising from the Minutes**
6. **Delegation**
7. **Correspondence**
8. **Reports**
 - 8.1 April 30, 2020 - Paulo Eichelberger, GM Environmental Services – Contract Award – RFP 06-2020 – South Peace Rural Refuse Collection and Transfer Station Service.
 - 8.2 April 30, 2020 - Paulo Eichelberger, GM Environmental Services – Contract Award – RFP 07-2020 – North Peace Rural Refuse Collection and Transfer Station Service.
 - 8.3 April 27, 2020 – Paulo Eichelberger, GM Environmental Services – Landfill-Transfer Station Software update purchase.
9. **New Business**
 - 9.1 Spring Clean up
 - 9.2 UNBC Update
 - 9.3 Regional Solid Waste Management Review
 - 9.4 Mobile surveillance
10. **Items for Information**
 - 10.1 Solid Waste Committee Terms of Reference
11. **Adjournment**

CARRIED.

MINUTES:

4.1 SWC Mtg Min.
of Apr 2, 2020

MOVED by Director Goodings, SECONDED by Director Bumstead,
That the Solid Waste Committee Meeting Minutes of April 2, 2020 be adopted.

CARRIED.

REPORTS:

8.1 re: Contract
Award – South
Peace waste
hauling

It was noted that previous contracts for waste haulage were based on an hourly rate for the work completed. The previous contract costs ranged between \$322,217 and \$340,765 annually. Given the contracted rate, this varied by +/- 55 hours per year (approximately 1 hour per week). While this provided a stable cost year to year, monthly costs varied. This variation made it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site.

The new contracts for the South and North Peace, are based on fixed rate tipping fees for the scheduled waste hauls, and an hourly charge rate for any cleanup of illegally dumped materials. This provides a fixed baseline cost for providing the intended service, while the hourly rate costs indicate sites that are being abused beyond their intended use. With the fixed rate tipping fees implemented through the new contract, the fixed baseline for waste hauling and site cleanup will be \$248,176 annually.

In response to an inquiry the Committee was advised that staff continue to work on contract cost savings, collaborating with other jurisdictions for integration, i.e. use same contractor, to realize contract efficiencies and savings.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends that the Regional Board award RFP 06-2020, "South Peace Rural Refuse Collection and Transfer Station Service", for waste hauling services to Green for Life Environmental (GFL) for a two (2) year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

8.2 re: Contract
Award – North
Peace waste
hauling

It was noted that previous contracts for the North Peace waste haulage were based on an hourly rate for the work completed. The previous contract costs ranged between \$91,442 and \$101,084 annually. Given the contracted rate, this varied by +/- 30 hours per year (approximately 1/2 hour per week). While this provided a stable budget year to year, monthly costs fluctuated which made it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site. Additionally, there was a second contract that serviced unmanned sites in the North Peace. The second contract included the supply of 3 - 6 yard bins at the Upper Cache site on a monthly rental, as well as tipping the bins once a week. With the fixed rate tipping fees implemented through the new contract as well as the addition of the Upper Cache site, the fixed baseline for waste hauling and site cleanup will be \$146,136 annually.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends that the Regional Board award RFP 07-2020, "North Peace Rural Refuse Collection and Transfer Station Service", for waste hauling services to Green for Life Environmental (GFL) for a two (2) year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

8.3 re: software upgrade purchase The Regional District utilizes waste transaction software, known as Compuweigh Version 5.0. The software tracks different incoming waste materials as well as financial transactions. The software is beyond the end of its useful life and will no longer be supported in 2021.

MOVED by Director Zabinsky, SECONDED by Director Bumstead,
That the Solid Waste Committee recommends that the Regional Board authorize the purchase of landfill-transfer station software upgrade, known as "Compuweigh Version 6.0", for a one-time cost of \$232,276, excluding GST; further, that the Chair and Chief Administrative Officer be authorized to sign the purchase agreement on behalf of the PRRD.

CARRIED.

MOVED by Director Bumstead, SECONDED by Director Sperling,
That the Solid Waste Committee recommends to the Regional Board that a report outlining Information Technology (IT) cost allocations to the solid waste management function, including capital costs, be prepared for consideration by the Solid Waste Committee.

CARRIED.

NEW BUSINESS:

9.1 Spring Cleanup It was confirmed that Spring Clean Up campaign will proceed as scheduled from June 1 to 14, maintaining social distancing expectations to meet requirements of Provincial guidelines. Contractors are ensuring they meet orders issued by the Province. It was suggested that additional signage be undertaken.

9.2 UNBC update Committee members were advised that an update will be forthcoming on the University of Northern BC – Science Department research paper on global leading best practices for solid waste management, focusing on finding cost effective options to sustainably manage solid waste in the Regional District.

9.3 RSWMP Review To date the following components of the Regional Solid Waste Management Plan (RSWMP) have been reviewed by the Public and Technical Advisory Committee (PTAC) and the Regional Board, sitting as the Committee of the Whole:

November 2019	Current waste management system and gap analysis
January 2020	Waste Diversion
February 2020	Energy Recovery/residual management
March 2020	Other waste management services/system financing
April 2020	Preferred options to include in RSWMP

Next step is the Summary – Options for solid waste services and system financing for review by PTAC and COW. Public consultation will take place soon after.

Concerns expressed:

- Check boxes exercise better option, to encourage input from the Board. PTAC heavily weighted with municipal representatives.
- Curbside collection in rural areas, we all share costs, is it a reasonable idea?
- Plan needs to be flexible to enable the Regional District to adapt to new ideas/concepts

9.4 Mobile surveillance Discussion ensued with respect to time spent on hourly rates for cleanup of the PL6 unmanned stations. It was felt sites should be monitored for safety and diligence of operations. Is there an opportunity for mobile surveillance, taking into account hydro or WiFi is not available at these sites.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends to the Regional Board that a report outlining options and costs for mobile surveillance at unmanned PL6 transfer stations absent Wi-Fi and hydro availability, for consideration by the Solid Waste Committee.

CARRIED.

Committee Report MOVED by Director Zabinsky, SECONDED by Director Bumstead,
That the recommendations from the Solid Waste Committee meeting of April 30, 2020 be
recommended to the Regional Board for approval.

CARRIED.

The Chair adjourned the meeting at 11:05 a.m.

Director Rose,
Chair – Solid Waste Committee

Suzanne Garrett,
Corporate Services Coordinator