



REPORT

To: Chair and Directors

Report Number: ENV-BRD-212

From: Solid Waste Committee

Date: November 7, 2024

Subject: Solid Waste Committee – Recommendations from Meeting held on October 24, 2024

The following recommendations from the Solid Waste Committee meeting held on October 24, 2024 are presented to the Regional Board for consideration:

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Regional Board accept the “2025 Solid Waste Department Strategic Plan”, which provides an overview of the services provided through the Solid Waste Function and the 2025 Work Plan, for implementation in 2025.

RECOMMENDATION #2: *[Corporate Unweighted]*

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

RECOMMENDATION #3: *[Corporate Weighted]*

That the Regional Board approve the addition of a full-time unionized position, Environmental Services Clerk, allocated 100% to the Solid Waste Function within the 2025 Financial Plan; further, that the Regional Board give pre-budget approval for the position so that the position can be posted as soon as possible.

RECOMMENDATION #4: *[Corporate Unweighted]*

That the Regional Board approve an update to the Solid Waste Coupon Program currently consisting of four coupons valued at \$13.75 each in waived fees per residential property to twelve coupons valued at \$3.75, lowering the value of each coupon to the minimum fee charged at attended solid waste sites.

BACKGROUND/RATIONALE:

The draft minutes of the Solid Waste Committee meeting held on October 24, 2024 are provided on the Consent Calendar of this meeting agenda.

Recommendation #1

Please [click here](#) to access the Committee Agenda, please see Item 8.1 to review the report.

The Solid Waste Department Strategic Plan was created as a guiding document to reflect the goals, priorities and objectives of the PRRD Board. The report was reviewed by the Public and Technical

Stakeholder Committee at its October 4, 2024 meeting. The Committee provided no further comments or revisions to the Strategic Plan.

Approval of the Strategic Plan and its associated work plan provides a clear roadmap for 2025, aligning the efforts of staff with their goals, priorities and objectives of both the Regional Board and the Regional Solid Waste Management Plan.

Recommendation #2

Please [click here](#) to access the Committee Agenda, please see Item 8.1 to review the report.

The Chetwynd Landfill manages approximately 12% (12,000 tonnes) of the waste generated in the PRRD annually. As per the 2023 annual report for the landfill, it is anticipated that all the available airspace will be used by the end of 2030, meaning the landfill will no longer be able to accept waste. As a result, waste that is currently directed to the Chetwynd Landfill, originating primarily from Electoral Area E and Chetwynd will need to go to a new landfill, ideally also located in the Chetwynd area, for disposal.

Recommendation #3

Please [click here](#) to access the Committee Agenda, please see Item 8.2 to review the report.

The Environmental Services Department currently oversees approximately 151 contracts and agreements. In 2024 the department conducted 29 requests for proposals for contract work to be completed. Looking into 2025, the department is estimated to be undergoing close to \$15,275,000 in capital project work alone pending the adoption of the 2025 Financial Plan, plus the continued investigation into two new service functions. All of these items, plus the designated functions, require sufficient staffing.

Recommendation #4

Please [click here](#) to access the Committee Agenda, please see Item 8.4 to review the report.

At its July 20, 2023 meeting the Regional Board passed a resolution authorizing staff to develop a business case to revise the Coupon Program to promote increased waste diversion activities. Currently the coupon program provides the opportunity for four coupons to be utilized by residential properties in the region to dispose of up to 1,000 kg (\$55.00) of waste free of charge. Each coupon is valued up to a maximum of \$13.75 (250 kg) and users can use one or more coupons per transaction depending on weight.

The proposed revision of the coupon program in 2025 is to shift from four transactions of \$13.75 each to 12 transactions of \$3.75 each. Lowering the value of each coupon to the minimum fee charged at attended solid waste sites supports more frequent visits of smaller loads seen in typical day to day use. This approach provides a residential property a total of \$45 (818 kg) in waived tipping fees as opposed to the previous value of \$55 (1,000 kg).

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management
- Human Resource Management

FINANCIAL CONSIDERATION(S):

Recommendation #1 – the Solid Waste Function 500 2025 budget will reflect the 2025 Solid Waste Department Strategic Plan and associated work.

Recommendation #2

In 2023, the contract for engineering services to assist the PRRD through the process of siting a new landfill was awarded to Tetra Tech Canada Inc. at a cost of up to \$1,100,000 over a five-year period. Between June 8, 2023 and September 13, 2024, \$112,925.86 has been spent on the project leaving \$987,074.17 remaining.

In November 2023, the PRRD secured \$1133,000 through the Province’s Growing Communities Fund to be allocated to the project. These funds will continue to be used for the engineering services required for the feasibility study, Regional Solid Waste Management Plan Update, Permitting and Design Work.

Recommendation #3

All wage implications are based on the 2023 wage rates which are subject to change upon formal acceptance and sign-off of the new CUPE 2403 Collective Agreement.

As part of the 2025 Solid Waste Financial Plan, this position would add \$83,680 in wages and benefits to the wage allocations. General wage allocations for 2025 are based on the tracked time spent on SW sites and activities in 2023.

In 2026 and beyond, the wage allocation for this position will be dispersed amongst all Environmental Services functions based on operational requirements.

Recommendation #4

Each year coupons are generated for every residential property in the region. There are approximately 25,000 residences in the PRRD which means that 300,000 coupons will be created in 2025 representing potentially \$1,125,000 in waived tipping fees if the full value of every coupon was used.

In 2024, coupons were mailed to 1,573 residences with another 317 residences calling in to request coupons for the year.

COMMUNICATIONS CONSIDERATION(S):

Recommendation #1 – Upon adoption by the Regional Board, the 2025 Solid Waste Department Strategic Plan will be posted to the PRRD website for access by the public.

Recommendation #2 – Consultation with stakeholders, including First Nations, District of Chetwynd, BC Ministry of Environment and Climate Change Strategy and 23 adjacent landowners (within a 1 km radius

of Area B) will be broadened to the entire PRRD region as part of the Regional Solid Waste Management Plan update, to include the remaining six member municipalities and four Electoral Areas.

Recommendation #3 – None at this time.

Recommendation #4 – As part of the revision, a communication plan will be developed to inform the public of the coupon program and their upcoming changes. Inserts for the tax notices will be created and mailed with the PRRD tax notices and will be shared with member municipalities and First Nations for distribution to their residents through their communication portals. In addition, the PRRD website will be updated, and social media posts will be created in 2025 to better inform residents of the Coupon Program.

OTHER CONSIDERATION(S):

Recommendation #1 and #2 – None at this time.

Recommendation #3 – One current SW Coordinator position is vacant due to maternity leave and has been posted as term position until December 31, 2025. The second coordinator position is currently posted for a full-time recruit. For 2025 the clerk position is recommended to be 100% focused on SW activities.

Recommendation #4 – None at this time.