

March 13, 2025

ISSUED FOR USE
FILE: 704-SWM.SWOP04805-03
Via Email: Gerritt.Lacey@prrd.bc.ca

Attention: Gerritt Lacey

Subject: Regional Solid Waste Management Plan Amendment – Consultation Plan

1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) has prepared this Public Consultation Plan (Plan) which describes consultation to be undertaken by the Peace River Regional District (PRRD) as part of the focused amendment to the Regional Solid Waste Management Plan (RSWMP). This Plan has been developed with input from the PRRD and will be presented to the Public Technical Stakeholder Committee (PTSC) and adapted based on input from the PTSC. Engaging the public and key stakeholders is an integral aspect of the solid waste management planning process.

This Plan meets the requirements outlined in Section 27 of the Environmental Management Act, which requires that a process be provided for comprehensive review and consultation for the amendment of a waste management plan.

Tetra Tech has used the 2016 provincial document *A Guide to Solid Waste Management Planning* (Guide) that reinforces the importance of creating a meaningful context for engagement by understanding the audience to build trust and inclusion, setting clear expectations about the scope for discussion, being transparent with information, being responsive and accountable, and having an adequate amount of time and resources to implement engagement successfully.

The proposed public participation, as further described within this Plan, is to inform the public and potentially interested parties of the need for the amendment and the implications should the amendment not be recommended for approval as opposed to consultation or engagement. The rationale for this level of public participation is further detailed within this Plan along with the commitment that parallel consultation and engagement will be occurring outside of the RSWMP amendment process. The general public and potentially affected interested parties will have opportunity to provide feedback which will be compiled within a resulting consultation report for consideration by the PTSC who after considering any feedback received will have the opportunity to recommend or reject the proposed RSWMP amendment.

1.1 Background and Consultation Objectives

The PRRD developed its first RSWMP in 1996, with an update in 2008, and subsequently amended in 2013 and 2016. The RSWMP was most recently updated in 2021, for the timeframe of 2022 - 2032 and represents the current framework for solid waste management in the PRRD. The five-year effectiveness review is scheduled to be completed in 2027, however, the PRRD has identified a need to amend the RSWMP to facilitate the implementation of Strategy 12 to assess long term disposal options. The intent of the 2025 amendment to the RSWMP will be to add a sub-section to the RSWMP to allow for the consideration of future facilities. The Solid Waste Management Plan template within the Guide includes a section on future facilities, and it was an oversight that a similar section was not included with the 2022 RSWMP.

Approval of the RSWMP amendment by the Ministry of Environment and Parks (Ministry) requires the amendment to have undergone adequate consultation. From meetings with the Ministry, it is understood that this amendment is a major amendment and would be considered a “focused amendment”. It is noted that although consultation would be required from the entire Regional District, a higher level of engagement (e.g., direct reach out with focused messaging and opportunity for requested in person meetings to Local Governments, First Nations, and interested parties in the immediate Chetwynd area) is expected for those immediately impacted, and a lesser degree of engagement, such as notification (e.g., broad reach out through media release and general information to Local Governments and First Nations) may be suitable for those citizens and communities not directly impacted. It is understood that the consultation can be informative by nature while providing a feedback mechanism (e.g., requested in person meetings, email, letters of support) that will inform the resulting consultation report.

The objective of consultation is to inform the public and potentially interested parties of the need for the amendment and the implications of not recommending an amendment. At this stage, it is not intended to be full consultation or engagement. The rationale for this is that the proposed amendment is being sought for a more “administrative” section of the RSWMP that was missed and is required for Strategy 12 to be fully implemented. Strategy 12 is the result of full consultation and engagement that occurred in the development of the current RSWMP and without the proposed amendment the PRRD will not be able to fully implement the Strategy. Furthermore, as the proposed amendment is administrative in nature, there are not many other alternative approaches the PRRD can take towards the proposed amendment other than to include it, allowing for potential future facilities, or not including it.

The consultation process on the amendment will provide limited opportunity to solicit feedback (e.g., requested in person meetings, email). The proposed amendment will include identification of potential new sites within the Chetwynd area, and a higher level of engagement will be completed within this area. Lower levels of engagement would be conducted of the broader Regional District.

The intent of this Plan is not to consult on the specific proposed sites themselves, as consultation and engagement on the potential sites has already been initiated and will continue for the duration of the process through to applying for and receiving an Operational Certificate for the future facility. The RSWMP would then need to be amended again to include the new approved facility.

The key objectives for the RSWMP amendment consultation program are to:

- Inform the general public and potentially affected interested parties about the content of the RSWMP Amendment;
- Provide opportunity for interested parties to provide input and feedback on the RSWMP Amendment;
- Ensure the amended RSWMP aligns with information gathered during the consultation process; and
- Address public consultation considerations outlined in the Guide and meet Ministry requirements under the *Environment Management Act*.

The actions completed to meet these objectives are summarized in the sections below.

2.0 PLAN INITIATION

On February 26, 2025, at the initiation of the planning process, an email announced the RSWMP was to be amended and put out a call for volunteers to participate in the PTSC. The Board of Directors is scheduled to initiate the RSWMP amendment process and set direction on March 20, as per Appendix A (resolution to be attached once issued).

3.0 PLAN ADVISORY COMMITTEES

The PRRD PTSC and Solid Waste Committee (SWC) play an important role in providing input from an interested party and community perspective for consideration as part of an amendment to the RSWMP. The PRRD currently has the PTSC in place to monitor the implementation and effectiveness of the RSWMP and identify concerns and issues that have arisen during its implementation that may require changes. The PTSC currently meets on an annual basis. The Terms of Reference (TOR) for the PTSC allows for the committee to act as the advisory committee, to provide recommendations to the SWC and further to the PRRD Board of Directors (Board) when a need for a major amendment has been identified throughout implementation of the 10-year RSWMP timeframe. The Board makes the final amendment approvals through resolutions for submission to the Ministry.

First Nations will be invited to participate on the PTSC as an active role in advising the amendment. This is in addition to any direct engagement with the First Nations Communities within the Chetwynd Area.

See Appendix B for Plan Initiation notices.

3.1 Public Advisory Committee

As the PRRD already has the PTSC in place with a TOR that includes review of amendments that have been identified through implementation of the 10- year RSWMP timeframe, this committee will act as the public advisory committee for the RSWM amendment. The PTSC consists of:

- Member municipalities staff;
- First Nation neighbor's;
- PRRD waste management contractors and partners;
- Public agencies such as the Ministry of Environment and Climate Change Strategy;
- Private and non-profit sectors;
- Industry and institutional representatives; and
- General public.

To convene the PTSC, the PRRD reached out directly to member municipalities, First Nations and PRRD solid waste operations contractors. The PTSC membership represents individuals and organizations interested in solid waste management. Members were chosen based on geography, demographics, interests, and perspectives and is open to members of the public interested in solid waste.

Members of the PTSC were notified that the requirements of the committee would be different this year due to the proposed RSWMP amendment. The PTSC will meet twice over a five-month time period to make a recommendation to the SWC for the proposed amendment.

See Appendix C for the PTSC membership list and Appendix D for the TOR.

4.0 PUBLIC CONSULTATION DESIGN

4.1 Consultation Options

Public engagement is an important component of the amendment process. Tetra Tech will work closely with PRRD staff to engage key stakeholders including community members, commercial businesses, First Nations, and producers during the consultation period and will incorporate the tools below as relevant.

- Online Tools and Local Media – Early in the project, the community at large will be made aware of the amendment and opportunities to provide input. Website updates and use of local media to reach the broader Regional District audience will serve as a way to engage the broader community.
- Public Engagement and Open Houses – On an as requested basis, existing gatherings and community events may be targeted to provide a “captive audience” and ensure participation beyond the same set of community members. Afternoon and evening meetings as well as “intercept” interviews outside of local meeting places may be utilized as a tool to engage and update residents about feedback opportunities.
- Focused Engagement – One-on-one follow-up, both in person and via phone/teleconference, to gather feedback and opinions from key interested parties without the external influences present in workshops and focus groups. Tetra Tech or PRRD will conduct follow-up throughout the process to inform and shape the consultation if required based on responses received.
- First Nations Engagement – Dialogue with First Nations will be ongoing and will be both an open invitation for participation as well as targeted reach-out for direct engagement.
- Adjacent Landowner Engagement – Adjacent landowners, within 1km of a potential future facility, will be communicated with directly.

The Plan includes the methodology for tracking and assessing the implementation of the Plan to meet the requirement for “adequate” consultation referenced in the Guide, noting that the Plan is for a focused amendment and as such as more targeted consultation to the Chetwynd area.

4.2 Consultation Plan

A preliminary plan to inform the public and obtain limited feedback is laid out in this document and factors in how the draft RSWMP Amendment will either be recommended or rejected by the PTSC. Specifically, as it is considered a “focused amendment” a more focused level of direct communication is planned for the Chetwynd Area with notification planned for the broader Regional District. The broader Regional District will also be represented through the PTSC which will have input to all aspects of the RSWMP Amendment. The preliminary plan will be presented to the PTSC for feedback and approval. The Plan will be revised accordingly and presented to the SWC for approval and then to the Board for approval to implement.

The preliminary plan is summarized below.

Advisory Committee Communication

- Advise PTSC of the proposed RSWMP Amendment and meeting date.
- Conduct directed outreach towards representatives of key collaborator groups (i.e., adjacent landowners to proposed sites in Chetwynd Area).

Website – Publicly Accessible Documents

- Information on work completed to date for the potential future facility locations will be made available, however, consultation reporting at this time will be limited to the RSWMP Amendment and not the potential future facility locations themselves.
- The consultation summary report will be posted and publicly available.

Email and Letter Communication

- An email and/or letter will be sent to all Local Governments and First Nations within the PRRD informing them of the need for the RSWMP Amendment, the proposed additional section and directing them to the website for further information and as a way to provide feedback. A direct contact will also be provided should they like to request more focused engagement for their community.

Media Release

- Media release with key messages to the Regional District.

Open House / In Person Meetings

- On an as requested basis.

First Nation Meetings

- Meetings to present the draft SWMP Amendment will be offered directly to West Moberly First Nation and Saulneau First Nation and others if requested.

Focused Engagement

- There may be a need to engage with specific user groups who will be directly affected (e.g., adjacent landowners within 1 km to potential future facilities). The form of this engagement will be determined through the specific need identified or request made.

Throughout the consultation process feedback will be gathered through an email address provided within all communication identified above as well as requested in person meetings/dialogue through the focused engagement.

4.3 Timeline

The expected timeline for each phase of engagement is outlined below.

Table 4-1: Consultation Tracking Plan Implementation

Consultation Component	Estimated Timeline
Advisory Committee Communication	February 26, 2025
PTSC Meeting – Amendment Initiation	March 27, 2025
Website Page Updated	May 2, 2025
Email and Letter Communication to Local Government, First Nations and Adjacent Landowners	May 2, 2025
Media Releases	May 2, 2025
Presentations to West Moberly First Nation and Saulneau First Nation	Early June 2025
Focused Engagement (as required)	Ongoing May – June 2025
Local Government, First Nations Engagement and Adjacent Landowners (as required)	Ongoing May – June 2025
PTSC Meeting – Consultation Summary	July 18, 2025

5.0 PROMOTION

The RSWMP Amendment will be communicated in the following ways:

1. The RSWMP Amendment will be initiated by notifying the Ministry, the Regional District Board, member municipalities, and First Nations in the PRRD via email or letters.
2. Media Release - newspaper, PRRD website, and through social media.
3. PRRD website document page - reports completed to date and resulting consultation summary report will be made publicly available.
4. Direct notices to First Nations, Local Governments, and adjacent landowners.
5. Consultation Tracking Plan Implementation

The Ministry requires that data on consultation conducted, and feedback received is collected and tracked during the public consultation process and that this information is included in the RSWMP Amendment. PRRD will track and compile data/feedback during the public consultation process to collect the following information and provide for consultation within the consultation summary report.

Table 5-1: Consultation Tracking Plan Implementation

Consultation Event or Milestones	Ministry Tracking Requirements
Letters Issued	Date, Recipient, Copy
Media Release	Date, Media, Copy
Open houses or other events (if requested / occurs)	Date, Location, Attendees
Feedback during consultation activities (via email, requested in person meetings)	<ul style="list-style-type: none"> ▪ Topic of feedback received. ▪ Comments received.
Outcome	Recommendation or rejection on amendment

6.0 PLAN IMPLEMENTATION

PRRD staff will respond to and engage with interested parties and the public at large as the RSWMP Amendment implementation moves ahead.

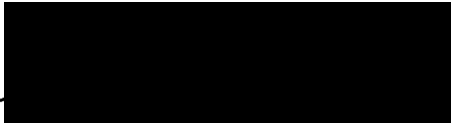
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8.0 CLOSURE

We trust this document meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,
Tetra Tech Canada Inc.



Prepared by:
Rana Mandour, P.Eng.
Project Engineer
Solid Waste Management Practice
Direct Line: 587.460.3481
Rana.Mandour@tetrattech.com

Reviewed by:
Sarah Keith, B.Sc.
Manager
Solid Waste Management Practice
Direct Line: 306.940.9967
Sarah.Keith@tetrattech.com

Enclosure: Appendix A RSWMP Amendment Resolution (To Be Attached Once Issued)
 Appendix B Plan Initiation Notice to PTSC Members
 Appendix C PTSC Membership List
 Appendix D Terms of Reference
 Appendix E Limitations on the Use of this Document

APPENDIX A

RSWMP AMENDMENT RESOLUTION (TO BE ATTACHED ONCE ISSUED)

APPENDIX B

PLAN INITIATION NOTICE TO PTSC MEMBERS

Mandour, Rana

From: Rana.Mandour@tetrattech.com
Subject: Save the Date - March 27, 2025 - Public and Technical Stakeholder Committee meeting
Attachments: PTSC Cmte ToR Final Feb 20, 2025.pdf

From: Suzanne Garrett <Suzanne.Garrett@prrd.bc.ca>

Sent: Wednesday, February 26, 2025 9:10 AM

To: [REDACTED]

Subject: Save the Date - March 27, 2025 - Public and Technical Stakeholder Committee meeting

Good morning,

The PRRD will be hosting a Public and Technical Stakeholder Committee (PTSC) meeting on March 27, 2025 to focus on a required amendment to the Regional Solid Waste Management Plan (RSWMP). In order to facilitate Strategy 12 of the 2021 RSWMP to assess long-term disposal options, the PRRD intends to seek input and approval for an amendment of the RSWMP to include potential new facility locations of a landfill or transfer station.

Attached is the revised Terms of Reference for the PTSC, which includes the addition of a goal of the PTSC to act as the advisory committee for required major amendments within the 10 year RSWMP timeframe. This additional goal was approved by the PRRD Board on February 20, 2025. An information package including further details on the proposed amendment and consultation plan will be provided in advance of the meeting by March 14th.

We kindly ask that you be available for this meeting and that you confirm your attendance indicating in person or virtual by March 7, 2025 to environmental.services@prrd.bc.ca.

Best regards,

Suzanne Garrett | Corporate Services Coordinator
Direct: 250-784-3206 | suzanne.garrett@prrd.bc.ca

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8
Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



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APPENDIX C

PTSC MEMBERSHIP LIST

Public and Technical Stakeholder Committee List

Municipalities	
District of Chetwynd	Desirée LeBlanc, Dir of Engineering & Public Works
City of Dawson Creek	Devon Aaroe, GM Development Services
City of Fort St. John	Milo MacDonald, CAO
	Jeremy Garner
District of Hudson's Hope	Crystal Brown, CAO
Village of Pouce Coupe	Blair Deveau, Fire Chief
	Matthew Cybulski, CACO
District of Taylor	Ryan Nelson, Dir of Operations
District of Tumbler Ridge	Jason Bradley, Dir of Ops & Infrastructure
First Nations	
Blueberry River First Nations	Chief Judy Desjarlais
Doig River First Nations	Owen Bloor, B.Sc., MPLAN, Land Use Planner
Halfway River First Nations	Chief Darlene Hunter
Kwadacha Nation	Chief Darryl McCook
McLeod Lake Indian Band	Chief and Council (Stephanie Rocheleau)
Prophet River First Nations	Chief Valerie Askoty
Saulteau First Nations	Chief Rudy Paquette
Tsay Keh Dene Band	Chief Johnny Pierre
West Moberly First Nations	Chief Roland Wilson
Ministry of Environment and Climate Change Strategy	
Leonard Cook	
PRRD Contractors and Partners	
Blue Sky Distributing Ltd.	Keith Loomis
Dusty Road Ventures Ltd.	Tammie Jensen
Element Disposal	Josh Gilmour
Green for Life Environmental	Corey Pomeroy
R3 Recycle It Resource Recovery	Lindsay Heal
Secure Energy	Carol Arrieta
Whissell Waste Solutions	Monica Bodner

Updated: January 14, 2025

APPENDIX D

TERMS OF REFERENCE



Solid Waste Management Plan Public Stakeholder Technical Committee Terms of Reference

1 BACKGROUND:

1.1 Regional Districts in British Columbia are mandated by the Provincial *Environmental Management Act* to develop Regional Solid Waste Management Plans (RSWMP). The most recent RSWMP was approved in October, 2022, and is a long term vision for how the Peace River Regional District (PRRD) will manage municipal and rural solid waste for the next 10 years. The RSWMP identifies the need to create a Public Technical Stakeholder Committee (PTSC) which will monitor the implementation and effectiveness of the RSWMP and identify concerns and issues that have arisen during its implementation that may require changes.

2 GOAL OF THE COMMITTEE:

2.1 The intent of the Public Technical Stakeholder Committee (PTSC) is to oversee the implementation of RSWMP and make recommendations to the PRRD Solid Waste Committee (SWC).

2.2 When the need for a major amendment has been identified through implementation of the 10-year RSWMP timeframe, the PTSC will act as an Advisory Committee to provide advice and feedback on consultation activities with the stakeholders provided in the consultation plan for these planned amendments to the SWC.

3 OBJECTIVES:

3.1 To act as a sounding board for the PRRD to review results of feasibility assessments, including cost benefit analysis, and pilot programs;

3.2 To identify concerns and issues that may arise in the implementation process;

3.3 To make suggestions for the annual Solid Waste Strategic Plan for approval by the Regional Board; and

3.4 To review the annual report prior to recommending the approval by the Regional Board.

4 AUTHORITY:

4.1 The PTSC makes recommendations to the PRRD Board via the SWC. The Board is the final authority on decisions.

5 COMMITTEE ORGANIZATION:

5.1 A Chair and Vice Chair will be appointed by the SWC.

5.2 The General Manager of Environmental Services and the Solid Waste Manager, and/or designate.

5.3 Secretarial services will be provided by the PRRD.

5.4 Members may be chosen to form an Advisory Committee and provide technical advice.

6 MEMBERSHIP:

6.1 The PTSC will be comprised of representation from the following:

- 6.1.1 Member municipalities staff;
- 6.1.2 First Nation neighbor's;
- 6.1.3 PRRD waste management contractors and partners;
- 6.1.4 public agencies such as the Ministry of Environment and Climate Change Strategy;
- 6.1.5 private and non-profit sectors;
- 6.1.6 industry and institutional representatives; and
- 6.1.7 the general public.

6.2 Members will be contacted directly, as well as general open invitations on the PRRD website and social avenues.

6.3 Memberships will be open to all who are interested in solid waste management.

6.4 The Membership will be continuous through the term of the most current RSWMP.

7 REMUNERATION AND EXPENSES:

7.1 Membership to the PTSC shall be strictly on a volunteer basis. Compensation from the PRRD for work performed as a member of the PTSC will be provided as follows:

- 7.1.1 Per the Regional Board's Financial Policy, mileage will be paid to all volunteer members of the PTSC (except Ministry Staff and paid members of Commissions).
- 7.1.2 Refreshments and lunch meal (if required) will be provided at all meetings.

8 RULES OF PROCEDURE:

8.1 Robert's Rules of Order apply.

8.2 The PTSC is advisory and all recommendations will be forwarded to the Regional District Solid Waste Committee or Regional Board for consideration.

8.3 All issues that come before the PTSC shall be recorded in the minutes and presented to the SWC for further review and approval.

8.4 **Conflict of Interest:** Persons sitting as Committee members shall exclude themselves from meetings that may place them in conflict of interest.

9 MEETINGS OF THE PUBLIC TECHNICAL STAKEHOLDER COMMITTEE:

9.1 **Scheduled Meetings:**

9.1.1 Meetings of the PTSC will take place annually within quarter 4, prior to the first annual Solid Waste Committee Meeting of each year.

9.2 This schedule is subject to change. All regular agendas and meeting dates shall be arranged by the PRRD in consultation with the PTSC members. All meeting dates will be confirmed at least two weeks prior to the meetings with agendas being provided to the PTSC members and other interested parties at least one week prior to meetings. Agendas will also be posted on the Peace River Regional District website at www.prrd.bc.ca.

10 MINUTES:

10.1 Notes and action items arising from each meeting will be documented and attached to the following SWC meeting agenda.

11 REPORTING TO THE PRRD SOLID WASTE COMMITTEE:

11.1 Recommendations adopted by the PTSC will be presented to the PRRD Solid Waste Committee or Regional Board by way of a covering report drafted by PRRD staff.

Date Committee Established			November 24, 2022
Date Approved by Board	November 24, 2022	Board Resolution#	RD/22/11/11 (24)
Amendment Date	February 20, 2025	Board Resolution #	RD/25/02/26
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	

APPENDIX E

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LIMITATIONS ON USE OF THIS DOCUMENT

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