



**PEACE RIVER REGIONAL DISTRICT
Solid Waste Committee**

for the meeting to be held on **May 2, 2019**
at the **Meeting Room, North Peace Leisure Pool, 9505 – 100th Street, Fort St. John, BC**
commencing at 10:00 am
Conference call: 1-877-385-4099 Participant ID: 3069112#

Committee Chair: Director Rose
Vice-Chair: Director Goodings

1. **Call to Order:**
 2. **Notice of New Business:**
 3. **Adoption of the Agenda:**
 4. **Adoption of the Minutes:**
 - M-1 Solid Waste Committee Meeting Minutes of March 7, 2019
 - M-2 Solid Waste Committee Meeting Notes of April 4, 2019
 5. **Business Arising from the Minutes:**
 - BA-1 Depot and Curbside Recycling Update
 6. **Delegation:**
 7. **Correspondence:**
 8. **Reports:**
 - R-1 April 15, 2019 – Waiver of Landfill Tipping fees
 - R-2 April 23, 2019 – Contract Award – Hudson's Hope Transfer Station Site Attendant
 - R-3 April 18, 2019 – Contract Award – Chetwynd Phase B Closure Construction Supervision
 - R-4 March 18, 2019 – For Information – 2018 Waste and Recycling Diversion Rates and Tonnages
 9. **New Business:**
 10. **Items for Information and Diary:**
 - I-1 Solid Waste Committee Diary
 - I-2 Solid Waste Committee Terms of Reference
 11. **Adjournment:**
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**PEACE RIVER REGIONAL DISTRICT
Solid Waste Committee Meeting Minutes**

DATE: March 7, 2019

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Director Rose, Electoral Area 'E'
Director Sperling, ex officio
Alternate Director Deck, District of Chetwynd
Director Goodings, Electoral Area 'B'
Director Bumstead, City of Dawson Creek
Director Zabinsky, City of Fort St. John

Staff

Paulo Eichelberger, General Manager of Environmental Services
Loryn Day, Solid Waste Coordinator
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 10:05 am

DIRECTORS NOTICE OF NEW BUSINESS:

Director Goodings Regional Solid Waste Management budget

ADOPTION OF THE AGENDA:

2) Adoption of the Agenda MOVED by Director Goodings, SECONDED by Director Zabinsky, that the Solid Waste Committee agenda for the March 7, 2019 meeting, including additional items for the agenda, be adopted as amended:

Call to Order

Notice of New Business

Adoption of the Agenda

Minutes

M-1 Solid Waste Committee Meeting Minutes of February 7, 2019

Business Arising from the Minutes

BA-1 PMAC meetings – status us

BA-2 Meeting with R3 Recycling to report on contamination in recyclables and costs

BA-3 Northwood Hotel demolition – what is happening with ICI wastes

BA-4 Sylvan Lake – research waste-to-energy facility

Reports

R-1 February 21, 2019 – RFP Results – Anaerobic Digestion Facility (Bessborough)

R-2 February 20, 2019 – Hudson's Hope Transfer Station Attendant Contract

R-3 February 14, 2019 – For Information – meeting with First Nation consultants

New Business

NB-1 Regional Solid Waste Management budget

Items for Information

I-1 Solid Waste Diary

I-2 Solid Waste Committee Terms of Reference

Diary

Adjournment

CARRIED.

MINUTES:

3) M-1 SWC Mtg. MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
Min. of Feb 7, 2019 That the Solid Waste Committee Meeting Minutes of February 7, 2019 be adopted.
CARRIED.

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BUSINESS ARISING FROM THE MINUTES:

4) BA-1 re: PMAC meetings

At the April 25, 2018 PMAC meeting the following resolution was passed, and approved by the Solid Waste Committee on July 5, 2018. The Regional Board endorsed the recommendation on July 26, 2018.

“that staff be authorized to research mechanisms to increase diversion rates for construction/demolition material resulting from home/commercial building renovations/new builds, including:

- *appropriate signage;*
- *identifying types of materials from the construction/demolition industries;*
- *determining whether or not there are limitations to share shed access;*
- *determining information sharing methodology for users;*
- *determining the need for policy support/changes; and*
- *determining incentives that will encourage diversion with minimal impact to the taxpayer.”*

Staff advised that the challenge is bringing industry/construction companies to the table to discuss and obtain their input on how construction wastes can be diverted. Approximately 60% of the waste stream received at landfills is from the ICI (Industry/Commercial/Institutional) sector and a large amount is not segregated. From a previous PMAC meeting ICI haulers stated that the only way things would change is if the Regional District Increased its tipping fees. There are no incentives to separate waste it is cheaper to haul it to the landfill.

MOVED by Director Bumstead, SECONED by Director Zabinsky,

That the Solid Waste Committee recommends to the Regional Board:

That the Regional Board acknowledges that as 60% of solid waste received at regional landfills is comprised of unsegregated material from the ICI (Industrial/Commercial/Institutional) sector which affects the amount of available landfill airspace, there is a need to raise tipping fees to recover operational and capital costs; further that a letter be forwarded to construction/demolition companies in the Peace Region inviting them to attend a Plan Monitoring and Advisory Committee meeting to provide feedback on:

- a) what types of incentives would encourage their industry to divert waste from Regional Landfills;
- b) what types of programs or levels of tipping fees would be acceptable to their industry;
- c) how the Regional District can proactively engage with industry to implement; and
- d) that staff provide a report outlining recommendations to the Solid Waste Committee meeting in May.

CARRIED.

Members noted that they would like to review the draft letter prior to release.

- 4) BA-1 re: PMAC meetings (continued) Staff advised that they had made inquiries to municipalities to determine which have a demolition permit process and to investigate the feasibility of finding opportunities for source segregation with municipal staff. No response has been received. It was suggested that a letter be forwarded to each Municipal Council, so the request will be placed on council agendas for a response. Staff were requested to report back.
- 5) BA-2 re: R3 Recycling R3 Recycling has been invited to attend the April 4, 2019 Committee meeting to report on contamination in recyclables as well as costs.
- 6) BA-3 re: Northwoods hotel Discussed with BA-1.
- 7) BA-4 re: Waste to Energy Facility Sylvan Lake – research waste-to-energy project. Facility will convert approximately 98% of the 15 tonnes of waste received at the landfill daily, into a carbon “fluff”. Will accept household waste, dry wall, carpet and curbside. Will not accept concrete, glass or hazardous waste. Material does not need to be segregated. The proponent, Fogdog, has two years to produce an end product. An end use for the by-product, fluff, is not known at this time.

Need to look at options for the Regional District – recycling program not working. Have had many discussions on different programs/solutions to deal with solid waste now and into the future. It was suggested that a research project be undertaken. Engage an academic student, PhD or Masters, under the Science Program from UNBC or Simon Fraser, to research and provide a report on world leading best practices for solid waste.

MOVED by Director Zabinsky, SECONDED by Alternate Director Deck, That the Solid Waste Committee recommends to the Regional Board that a meeting with the Science Department at the University of Northern British Columbia be arranged to determine if a PhD or Masters Degree student could be engaged to prepare a research paper on global leading best practices for solid waste management, focused on finding cost effective options to sustainably manage solid waste in the Regional District.

CARRIED.

REPORTS:

- 8) R-1 re: Anaerobic Digestion facility In 2018 the Regional District issued an Expression of Interest based on companies who were looking to lease land at the Bessborough Landfill for the purpose of developing an anaerobic digestion facility to process organic waste material.

Two companies submitted proposals, following an evaluation it was felt that both companies met the necessary requirements and were subsequently invited to submit a formalized Request for Proposal, citing previous experience, methodology and lease payment. Following an evaluation, both proposals provided a challenge in that there was reliance placed on the Regional District to provide at least some of the organic feedstock.

- 8) R-1 (cont'd) It was felt that without knowing how much it will cost the Regional District to supply feedstock, it is premature to enter into a formalized lease agreement with the preferred proponent unless there is a guarantee that the Regional District will not be "on the hook" for supply of any organic feedstock.

MOVED by Director Goodings, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends to the Regional Board that the Request for Proposal for the lease of 2 hectares of land for the development of an Anaerobic Digestion Facility at the Bessborough Landfill be cancelled due to uncertainties in proponent's business cases.

CARRIED.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends to the Regional Board that a formal invitation be forwarded to the Northern Rockies Regional Municipality to attend a future Regional Board meeting to provide information on the vermiculture composting project being run to process organic waste material such as untreated wood, paper/cardboard fibre and other green waste.

CARRIED.

- 9) R-2 re:
HH SWTS
Contract

The Hudson's Hope Solid Waste Transfer Station (SWTS) is operated by an attendant under contract, similar to the operation of the Mile 62.5 and Tumbler Ridge transfer stations. The current contract for the operation of the Hudson's Hope SWTS will expire on June 2, 2019.

A tender for the operation of the site a three year term (with an option to renew for up to one year) was issued in May, 2018. At its June 22, 2018 meeting the Regional Board passed the following resolution:

RD/18/06/22 (28)

That the Hudson's Hope Transfer Station Site Attendant Contract No. 19-2018 be awarded to Carol Johnson, for a one (1) year term, for an annual amount of \$54,000 (monthly rate of \$4,500), (excluding taxes); with an hourly rate for extra work at \$30 for the duration of the contract; and that the Chair and Acting Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District.

Members will recall that recent budget discussions resulted in upgrades to the Hudson's Hope transfer station into a standardized Tier 1 SWTS being deferred to budget 2020. Should the upgrades move forward in 2020, any resulting changes that may affect the scope of work for attendant operations at the site could have budget impacts in late 2020 or early 2021. Two suggested options:

- In line with purchase policy, an RfP process for a two year term contract.
- Waiving of purchase policy and issuing a one year extension of the existing contract at current rates.

- 9) R-2 (cont'd) MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
That the Solid Waste Committee recommends to the Regional Board that a Request for
Proposal for the operation of the Hudson's Hope Transfer Station be issued for a two
year term, June 1, 2019 to June 1, 2021.

CARRIED.

- 10) R-3 re: First Nations MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
that the February 14, 2019 report on increased waste diversion for the Blueberry River
and Halfway River First Nations be received for information.

CARRIED.

NEW BUSINESS:

- 11) RSWM Budget Director Goodings requested that the Regional Solid Waste Management budget
be reviewed in depth at a future meeting. Item was diarized.

- 12) Committee Report MOVED by Director Goodings, SECONDED by Director Zabinsky,
That the recommendations from the Solid Waste Committee meeting of March 7,
2019 be recommended to the Regional Board for approval.

CARRIED.

The Chair adjourned the meeting at 11:25 am

Director Rose,
Chair – Solid Waste Committee

Suzanne Garrett,
Corporate Services Coordinator



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

DATE: April 4, 2019

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Director Rose, Electoral Area 'E'
Director Goodings, Electoral Area 'B' – via telephone

Delegation

Lindsay Heal, Recycle-It Resource Recovery, Fort St. John
Tyler Heal, Recycle-It Resource Recovery, Fort St. John

Staff

Paulo Eichelberger, General Manager of Environmental Services
Loryn Day, Solid Waste Coordinator
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 10:05 am

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose Jackfish Lake area – bulky waste bins
Director Goodings UBCM Multi-Materials BC Advisory Committee

As there was no quorum, the following items were discussed.

2) 2018 Waste and Recycling Diversion Rates and Tonnages Does the Regional District have tonnage numbers on the amount of curbside recyclable materials that ends up in the landfill due to contamination?
Staff advised that only “baled” material weights are tracked.

3) Multi-Materials BC Advisory Committee UBCM is calling for expressions of interest from local government representatives who wish to site on Multi-Materials BC (MMBC) Advisory Committee. It was noted that the Regional District would be interested in participating, however, it is not clear if the expression of interest is for staff or elected officials or both. UBCM has been contacted seeking clarification. Deadline for submissions is April 10, 2019.

Director Goodings requested that this item be forwarded for the next Board agenda.

4) Spring Cleanup It was noted that at the March 21, 2019 Rural Budgets Administration Committee meeting a resolution had been passed, for approval by the Regional Board, to waive tipping fees for Tier 1 transfer stations and place bulky waste bins on the exterior of the stations in an effort to prevent illegal dumping for a trial of one year during the spring and fall clean up periods. In addition, for a pilot project, that bulky waste bins be placed in the Jackfish Lake area.

Concerns identified included additional costs of transportation/haulage and extra tips per bin. It was noted that the mandate of the Solid Waste Management Plan is to reduce/divert wastes, there will be a need to demonstrate how the Regional District plans to achieve this with the Ministry of Environment.

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- 4) continued It is felt that too much garbage is ending up in ditches, or in the bush. Concern has been expressed regarding the hours of operation at the transfer stations. Monitor the pilot.

DELEGATION:

- 5) D-1 Recycle-It Resource Recovery Lindsay Heal and Tyrell Heal, Recycle-It Resource Recovery provided the Committee with an update on contamination in recyclable materials. Topics included:
- Bins contain non-acceptable items, dog feces, grass clippings, this creates a safety issue for staff. Contaminates the entire bin so it becomes garbage.
 - Have implemented social media campaign, recorded addresses and written letters to offenders, bin checks, requested assistance from bylaw enforcements, garbage continues to be found in bins. Staff have to focus on garbage extraction.
 - Focus on the repeat offenders.
 - Same issue in other municipalities with the exception of the Village of Pouce Coupe. They went from 15-20% contamination to 2%. They undertook a campaign – bins would not be picked up if contaminated, left on the curb for the householder to deal with. Householder has two chances, after the second offense they are out of the program. To be reinstated the householder has to sign an agreement, any infraction after that the bin is pulled indefinitely.
 - Message has to be clear, many are not aware how the program works and that contaminated material reduces the effectiveness of the program.
 - Extra costs are driving up costs for the recycling program – being paid for by the entire region.
 - Need to work collaboratively to combat this issue – levy fines, public education, consistent messaging, rejection of bins
 - Would be beneficial to have a year round depot for yard waste
 - Recycle BC has issued fines to municipalities that have greater than 6% contamination in the recyclable material stream.

The Chair thanked the delegation for their presentation.

The delegation left the meeting at 11:15 am

It was suggested that the Regional District publicly recognize those municipalities doing a great job.

The Chair adjourned the meeting at 11:20 am

Director Rose,
Chair – Solid Waste Committee

Suzanne Garrett,
Corporate Services Coordinator



REPORT

To: Solid Waste Committee

Date: April 18, 2019

From: Paulo Eichelberger, GM Environmental Services

Subject: Depot and Curbside Recycling Update

RECOMMENDATION #1:

That the Solid Waste Committee receive the report updating members on challenges and successes being encountered with depot and curbside recycling, for discussion.

BACKGROUND/RATIONALE:

At the Solid Waste Committee (SWC) meeting held on April 4th, 2019, members spoke with a delegation from the Regional District's 3rd party recycling contractor, R-3 Recycle-It Resource Ltd. (R3) and received updates on the state of the global recycling markets and their effect on our systems as well as issues and successes with curbside and depot recycling¹.

Topics covered included:

- Challenges with sorting of materials. At depots, material is being looked at more stringently to ensure that no contamination of low quality material or garbage is winding up in the recycling drop-off bins.
- Challenges and success with curbside recyclables. Some municipalities are encountering issues with contamination since their programs have started, reaching 21-27% contamination in recent weeks.
- Clarification on the term "contamination," which referred to low quality recyclables as well as actual garbage (pet feces, diapers, grass clippings, etc.). R3 stressed that garbage contamination is currently their largest issue.
- One program, conducted in the Village of Pouce Coupe, was developed which uses a "3 strikes and you are out" approach to curbside contamination from garbage and/or non-recyclables. This is done by tagging offending carts and leaving them at the curb with information to aid the resident in solving the issue. On the 3rd occurrence of contamination, the cart is pulled. Those residents wishing to participate in the program and get their recycling cart back are notified that they may come into the municipal office, where they sign an agreement that they will uphold the municipality's policies on curbside recycling. Once done, the cart is returned. The Village has employed this process successfully and kept contamination of curbside recycling down to a remarkable 2%.

It was generally agreed that there is a need to dramatically reduce solid waste costs for processing curbside recyclables by aggressively targeting contamination at the curb. R3 has reached out to staff in participating municipalities which run curbside recycling programs, such as the City of Dawson Creek and the City of Fort St. John. As part of this notice, R3 has stated that they will begin refusing curbside loads containing

¹ Refer to the meeting minutes from April 11, 2019.

Staff Initials:

Dept. Head: 

CAO:



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significant garbage contamination while also providing some options to assist in resolving the issue. It is hoped that the success achieved in one curbside program can be replicated elsewhere.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:**FINANCIAL CONSIDERATION(S):**

The cost for processing curbside recycling is approximately \$80,000/month (sum of \$55,000/month charged on tonnage of curbside material received plus \$25,000 to deal with market value loss due to contamination). In order to combat the rising cost of curbside recycling, pushing for a reduction in contamination rates in recyclables down to allowable limits would provide the following opportunities:

1. Recycling contractors could focus on pulling higher value materials (e.g. milk jugs, cardboard, refundable bottles) instead of focusing exclusively on pulling contamination. By segregating this material, the weight of commingled material would be reduced and the market value cost for processing would also be reduced. The market value of the higher value materials would help off-set program costs.
2. Reducing contamination would (a) increase the quality of the curbside material and could potentially result in a higher market value price, and (b) could result in a lower cost per tonne processing fee when the regional recycling contract is retendered.
3. Municipalities could join the Recycle BC program. With some of the curbside programs running a contamination rates of 20% or higher, this is not an option. The biggest cost savings for the PRRD could be achieved going this route, as it would drastically reduce or eventually eliminate the cost for processing curbside recyclables.

COMMUNICATIONS CONSIDERATION(S):**OTHER CONSIDERATION(S):**

R3 noted that the recycling market is continuing to crack down on contamination of commodity products such as packaging and printed paper (PPP) as well as scrap metal. Many industries are retooling to process and reuse these materials closer to North America to avoid large costs of shipping back rejected material.

As the Committee did not have quorum during the April 4, 2019 meeting, the Solid Waste Chair invited R3 to attend a future meeting with the entire committee in order to have a more robust conversation on the topic of recycling.



REPORT

To: Solid Waste Committee

Date: April 15, 2019

From: Paulo Eichelberger, GM Environmental Services

Subject: **Waiver of Landfill Tipping Fees**

RECOMMENDATION #1:

That the report outlining the trial program to waive tipping fees at Peace River Regional District (PRRD) landfills for a two-week period during the PRRD spring and fall clean-up events be received for discussion.

BACKGROUND/RATIONALE:

Historically, the Regional District has conducted spring and fall clean-up events whereby roll-off bins to collect bulky waste material (such as old furniture) at several existing unmanned sites as well as all Tier 2 manned stations which only collect household garbage and recyclables.

At the Regional Board meeting held on April 11, 2019, the Board resolved to conduct a trial during the spring and fall events as noted in the following resolutions:

- a. That, in an effort to prevent illegal dumping and as a pilot project, all tipping fees for Tier 1 and Tier 2 transfer stations be waived for two weeks during the 2019 spring and fall clean up periods.
- b. That, in an effort to prevent illegal dumping and as a pilot project, roll off bins be placed on the outside of the Tier 2 transfer station confines for two weeks during the 2019 Spring and Fall clean up periods.
- c. That, in an effort to prevent illegal dumping and as a pilot project, roll off bins be placed at the Jackfish Lake Community Hall for two weeks during the 2019 Spring and fall clean up periods.
- d. That tipping fees at PRRD landfills be waived for two weeks during 2019 Spring and Fall Clean-up periods for any customer disposing of waste generated from their own property.

The resolutions were made separately, recognizing that there are operational challenges with the new trial waiver of tipping fees at the Regional District landfills.

To ensure that operations run as smoothly as possible at the landfill sites in order to meet customer needs and based on the discussion during the previous Board Meeting, some of the material brought to the landfills will be excluded from this trial waiver of tipping fees:

- Excluding lead acid batteries, restricted waste materials as defined in Solid Waste Bylaw 2065, 2013, should not apply to this trial waiver of tipping fees. Under the "Regulation for Restricted Waste" section of this bylaw, the nature and quantity of the restricted waste is to be considered versus the ability to accept and process the material. Since the bulk of these materials also require special handling at the landfill site, there is a risk that the sites will be unable to keep up with the anticipated rise in customers during this two-week period.

Staff Initials:

Dept. Head:

CAO:

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- As per the Solid Waste Bylaw 2065, 2013, customers are required to sort and separate their waste material prior to entering the landfill site. For those customers bringing in unsorted loads, an additional fee is applied¹. To avoid going against the bylaw, residential unsorted loads will not be considered for waiving of tipping fees. Customers segregating their waste loads will have their fees waived. This will encourage proper diversion of reusable materials, reduce the amount of unnecessary waste materials being buried off in the landfill, and ultimately conserve landfill airspace.

A future report to the Solid Waste Committee will be prepared after the Spring Event, detailing outcomes of the first portion of this trial and path forward for the Fall Event.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

During the meeting on April 11th, 2019, there were additional discussions on the budget for the clean-up campaigns held annually. For clarification:

- Spring/Fall Clean-up is budgeted for \$85,000, Clean-up coupons \$17,000. These budget items were previously combined prior to budget restructuring and are now listed as separate lines in the 2019 Financial Plan.
- Based on the unmanned sites which do not collect fees, the roll-off bins collected 250 tonnes of mixed waste during the spring and fall events, lost revenue typically amounts to \$27,500, which is expected.
- Regarding manned transfer stations:
 - During the event, it is expected that there will be approximately \$9,800 in lost revenue, based on \$126,820 received in fees in 2018, multiplied by 4 weeks of lost fees out of 52 weeks in a year. Budgeted revenue from the sites in 2019 was \$92,700. As such, anticipated lost revenue will be absorbed in the 2019 budget.
- Regarding landfills:
 - In 2018, the sites received \$4,052,853 in tipping fees. Assuming tipping fees are waived for 4 weeks, this represents \$311,758 in anticipated lost revenue in 2019.
 - Budgeted revenue from the landfills is \$3,919,020, so the anticipated net lost revenue would be \$311,758 – (\$4,052,853- 3,919,020) = \$177,925.
 - Should lost revenue result in a deficit to the overall Solid Waste function by end of year, it would be possible to utilize a portion of operating reserves² to make up the shortfall.

COMMUNICATIONS CONSIDERATION(S):

¹ Unsorted regular waste is charged \$110/tonne (scale site) or \$13/m³ (non-scale site).

² SW Operating Reserves as of Dec 2018 are \$1,061,118.

OTHER CONSIDERATION(S):

Additional clarifications for the members:

- Residential Clean-up Coupons are able to be used year-round, from May 1st until April 30th, each year. If a resident uses the coupons in one year, they will automatically be mailed a new set in the following year. Any that do not receive a coupon sheet may call in to the Finance Department at the Regional District office and are printed/emailed a new set. This is done to avoid printing out copies for all residents in the RD and only having a small 20% of the coupon sheets utilized each year.
- It should also be noted that unmanned bins placed outside of the Tier 2 transfer stations nearer to the Alberta border (specifically in the Rolla and Goodlow area) will see an increase in waste coming in from the east. It is not known how much tonnage to expect in this new scenario, though additional bin pick-ups will be required and have been planned for.

Separately, the issue of siting a temporary unmanned site in Doe River during the clean-up events was raised briefly during the April 11th Board meeting by the Directors, but from the discussion, it was not made clear whether bins are to be sited in Doe River during the upcoming clean-up campaign. In further discussions with the Area D Director, he indicated that a site in Doe River will not be pursued at this time, based on the moving of bins at the nearby Rolla Transfer Station to outside the station confines.



REPORT

To: Solid Waste Committee

Date: April 23, 2019

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: **Contract Award – Hudson’s Hope Transfer Station Site Attendant**

RECOMMENDATION #1:

That the Solid Waste Committee recommends to the Regional Board that the Hudson’s Hope Transfer Station Site Attendant Contract No. 07-2019 to be awarded to Carol Johnson, for a two year term for the following amounts (excluding taxes):

- a. Year 1 annual amount of \$55,200 (monthly rate of \$4,600)
- b. Year 2 annual amount of \$55,200 (monthly rate of \$4,600) and further

that the Chair and Chief Administration Officer be authorized to sign the contract on behalf of the Regional District

BACKGROUND/RATIONALE:

The Hudson’s Hope SWTS is operated by an attendant (contractor) under contract with the PRRD, similar to the operation of the Mile 62.5 and Tumbler Ridge SWTS’s. The current contract for the operation of the Hudson’s Hope SWTS will expire on June 2, 2019. A Request for Proposal (RfP) was issued on April 2, 2019, as per the following recommendation:

RD/19/03/14 (28) That a Request for Proposal for the operation of the Hudson’s Hope Transfer Station be issued for a two year term, June 1, 2019 to June 1, 2021.

RFP #07-2019 closed on April 18, 2019, with two proponents providing a response. Carol Johnson (Proponent A) provided the lowest bid and has held the previous contract in good standing.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide alternate direction.

STRATEGIC PLAN RELEVANCE:

N/A

FINANCIAL CONSIDERATION(S):

Proponent A: Carol Johnson

	Year 1	Year 2
Monthly Contract Price	\$ 4,600	\$ 4,600
Annual costs (no taxes)	\$55,200	\$55,200
Hourly cost for extra work	\$ 30	\$ 30

Staff Initials:

Dept. Head: 

CAO: 

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Proponent B: William Scott Kylo

	Year 1	Year 2
Monthly Contract Price	\$ 7,200	\$ 7,200
Annual costs (no taxes)	\$86,400	\$86,400
Hourly cost for extra work	\$ 60	\$ 60

The current price for attendant services is an annual amount of \$54,000 (monthly rate of \$4500). The cost for operating the station in 2019 is accounted for in the 2019 Financial Plan.

COMMUNICATIONS CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

Members will recall that on February 27, 2019, conversion of the Hudson’s Hope Transfer Station into a standardized Tier 1 Transfer Station was deferred by the Regional Board to 2020 budget discussions, pending completions of the Solid Waste Management Plan renewal process. The two year term of the attendant contract provides opportunity complete the renewal process and adapt any operational changes that the plan may affect into the station. Additionally, the time period allows the Regional District to complete design/construction to convert the station and incorporate said operational changes into the site moving forward.



REPORT

To: Solid Waste Committee

Date: April 18, 2019

From: Paulo Eichelberger, GM Environmental Services

Subject: **Award of Chetwynd Phase B Closure QAQC Construction Supervision Contract #04-2019**

RECOMMENDATION #1:

That the Solid Waste Committee recommend to the Regional Board that Contract #04-2019 for certified quality assurance (CQA) and construction supervision of the Chetwynd Phase B Closure Project be awarded to Sperling Hansen Associates at the cost of **\$63,226** (excluding taxes); and further that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District.

BACKGROUND/RATIONALE:

In 2019, the Regional District awarded the contract for construction of a landfill closure system on Phase B of the Chetwynd Landfill to Frontline Holdings Ltd.¹ To that end, the Regional District issued a Request for Proposal (RfP) for certified quality control/assurance and construction supervision of the Chetwynd Landfill project.

The RFP closed on April 16, 2019 with receipt of two bids from AECOM and Sperling Hansen Associates. The costs and ratings for the bidders are listed below:

Proponent Name	Proposal cost	Rating
Sperling Hansen Associates	\$63,226	90
AECOM Canada Inc.	\$128,025	69.6

Proponents were evaluated on the basis of company/project team qualifications, previous landfill design experience, understanding of the project requirements, work schedule and cost. Both proponents scored equally in the bulk of these categories with the exception of proposed cost. To that end, it is recommended that Contract #04-2019 for CQA and construction supervision of the Chetwynd Landfill Phase B Closure construction project be awarded to Sperling Hansen Associates.

ALTERNATIVE OPTIONS:

1. That alternate direction be provided.

¹ Closure system is being installed as per industry best practice to place an impermeable cap with a separate cover system over a landfill phase to divert surface run off and limit the creation of landfill leachate. This is done as per the BC Ministry of Environment's Guideline for Municipal Solid Waste Landfills (2nd ed., June 2016).

STRATEGIC PLAN RELEVANCE:**FINANCIAL CONSIDERATION(S):**

Costs for CQA and construction inspection was budgeted for in the 2019 Financial Plan at a maximum of \$99,000. As such, the proposed price from Sperling Hansen is well within the approved budget.

COMMUNICATIONS CONSIDERATION(S):**OTHER CONSIDERATION(S):**

The construction project is scheduled to kick-off on June 3, 2019 and run for eight weeks.



REPORT

To: Solid Waste Committee

March 18, 2019

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: **2018 Solid Waste and Recycling Diversion Rates and Tonnages**

RECOMMENDATION #1:

That the report summarizing 2018 solid waste statistics, including diversion of materials through reuse and recycling, be received for information.

BACKGROUND/RATIONALE:

The purpose of this report is provide information to the Solid Waste Committee on waste diversion performance within the Peace River Regional District (PRRD) during 2018, as well as highlight general trends observed.

Noteworthy observations include:

- Overall solid waste (SW) diversion¹ dropped from 36% in 2017 to 22% in 2018, a decrease of 14% (Chart 1).
 - The rate of diversion of concrete and recycled material at landfills² decreased slightly, since 2017 (Chart 2).
 - The main contributor to a lower overall diversion rate, was a drop in wood waste of 13% since 2017. This decrease can be primarily attributed to the decline of commercial wood waste brought into the Bessborough Landfill³.
- Chart 3 depicts total tonnage coming into all solid waste sites since 2006:
 - The amount of material coming in from 2017 to 2018 remained virtually unchanged⁴.
 - The year to year trend indicates residential SW increased 8% since 2017, whereas commercial SW decreased 4%.
- 25% of the SW originated from residential sources and 75% of the SW originated from commercial sources, virtually unchanged from 2017. (Chart 4)
- 78% of waste was buried at the landfills, 17% of materials were reused or recycled onsite, and 5% of material were recycled off site.
- Residential recycling diversion slightly increased from 4% in 2017 to 5% in 2018 (Chart 2).
- 1,197 tonnes of curbside recycling was collected and processed through the regional recycling contract in 2018 (Chart 4).

¹ The calculation of the overall solid waste diversion in the Regional District included wood, concrete, and recyclable material collected at landfills, residential and IC&I recyclable material collected by the Regional District recycling contractor, residential recyclable material collected by the Recycle BC program, and recyclable material collected as part of producer stewardship programs.

² Recycled Material at Landfills includes tires, scrap metal, and lead acid batteries that are all recycled.

³ In 2017, 9,318 tonnes of wood waste brought in, whereas in 2018, only 1,795 tonnes was brought in (Chart 2).

⁴ 52,308 tonnes of waste received in 2018; 52,634 tonnes of waste received in 2017.

Staff Initials:

Dept. Head:

CAO:

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May 2, 2019

- Cardboard and paper are the two most recycled materials during 2018, at 59% and 24%, respectively. Similar trends are seen at the rural transfer stations where cardboard and printed paper compose 70% of the materials collected (Chart 5).
- 3,484 tonnes of recycling was collected and processed through the regional recycling contract.
- 19 tonnes of material was collected through the Recycle BC program at rural transfer stations.
- In 2018, 57,769 customers visited all three landfills, compared to 56,499 in 2017 (Chart 7):
 - The number of customers at the Bessborough Landfill has decreased 20% since 2017. A more in-depth look illustrates that commercial customers decreased by almost 40%, whereas residential customers remained relatively unchanged.
 - The number of customers at the North Peace Regional and Chetwynd Landfills increased 8% and 10%, respectively since 2017.
- 10,971 customers visited the manned rural transfer stations (TS), an 8% increase since 2017 (Chart 8).

Chart 1: SW Diversion (%) in the PRRD from 2006 to 2018

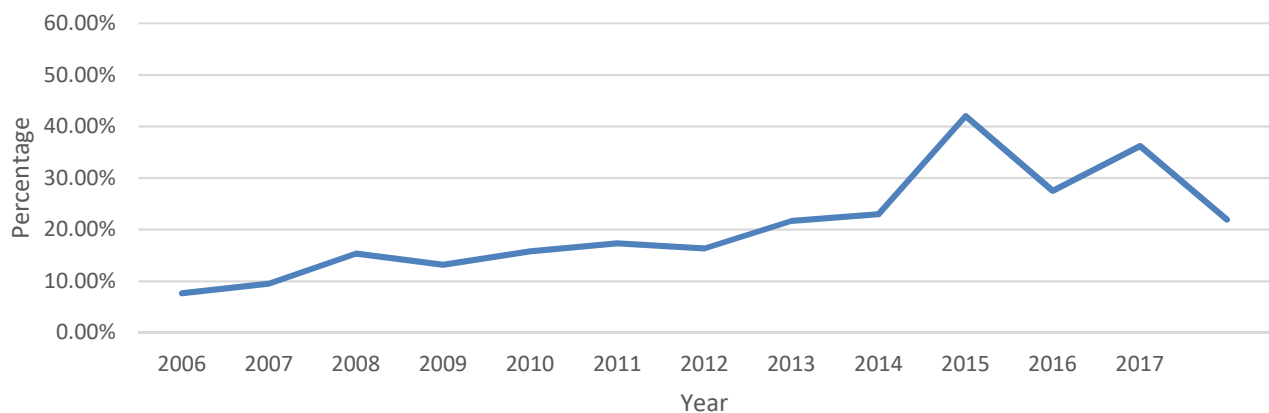


Chart 2: Material Diversion (%) in the PRRD from 2006 to 2018

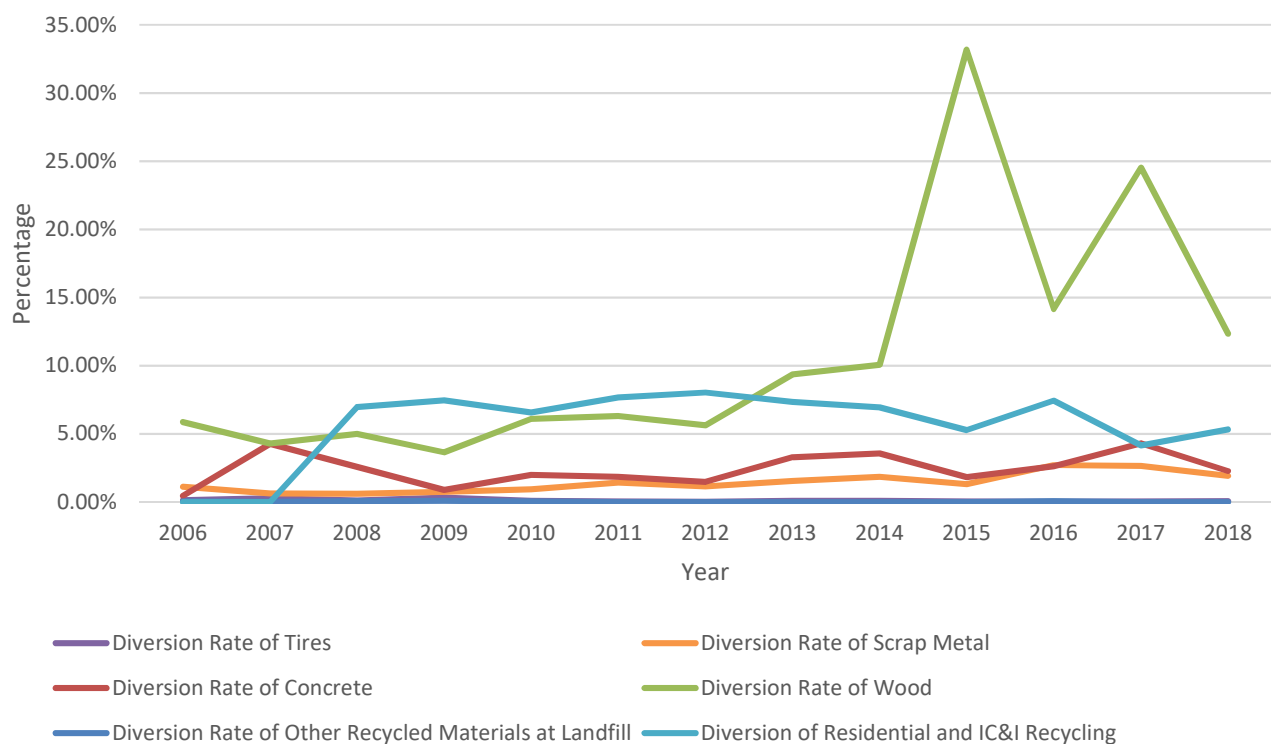


Chart 3: SW Received at all PRRD Landfills Comparison 2006 to 2018



Chart 4: Breakdown of Recyclable Material Collected through Curbside Recycling

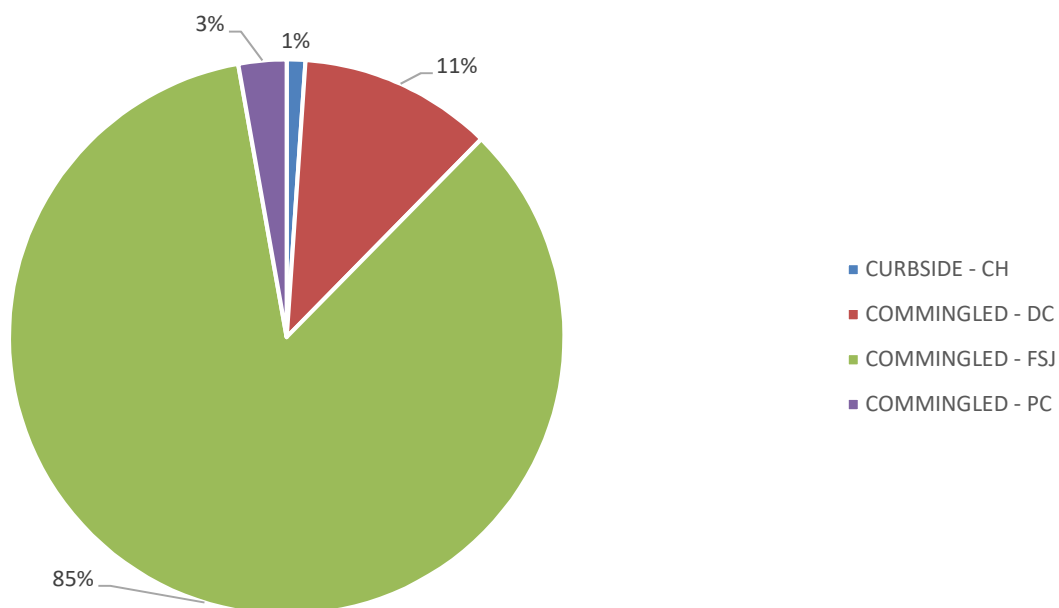


Chart 5: Breakdown of Recyclable Materials Processed by PRRD Recycling Contractor during 2018

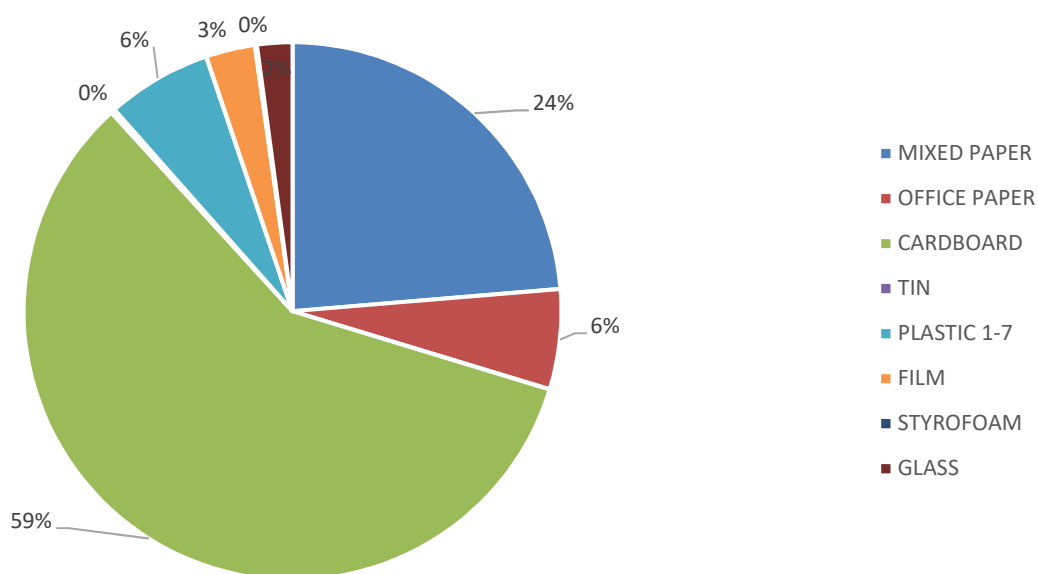


Chart 6: Breakdown of Recyclable Material Collected through Recycle BC (PRRD Rural Transfer Stations) during 2018

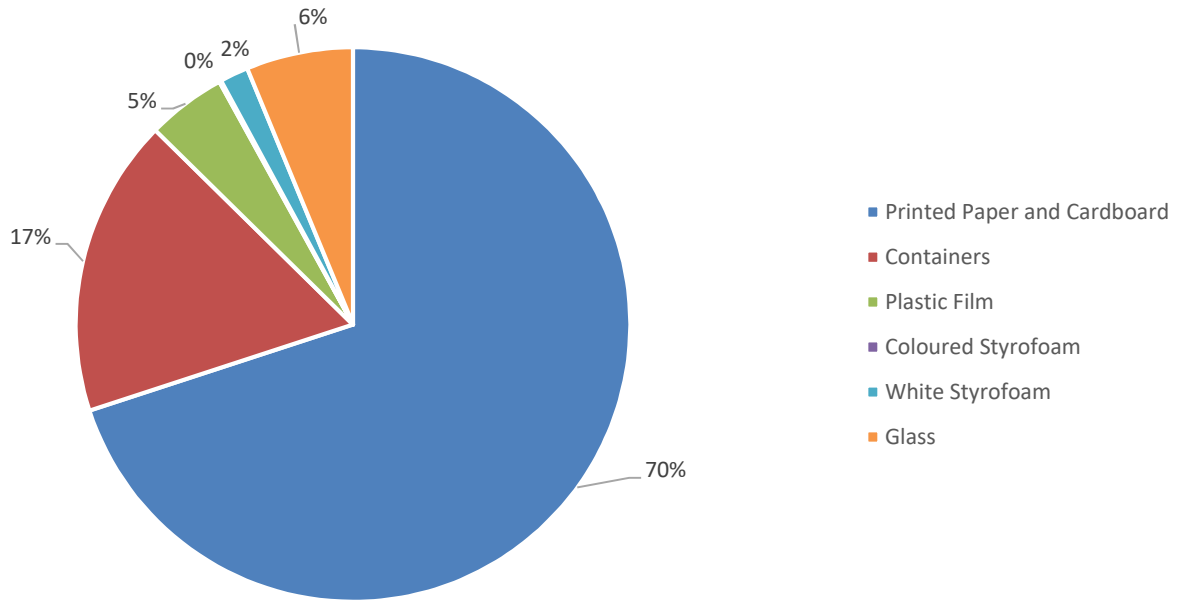


Chart 7: 2018 Landfill Customer Visits

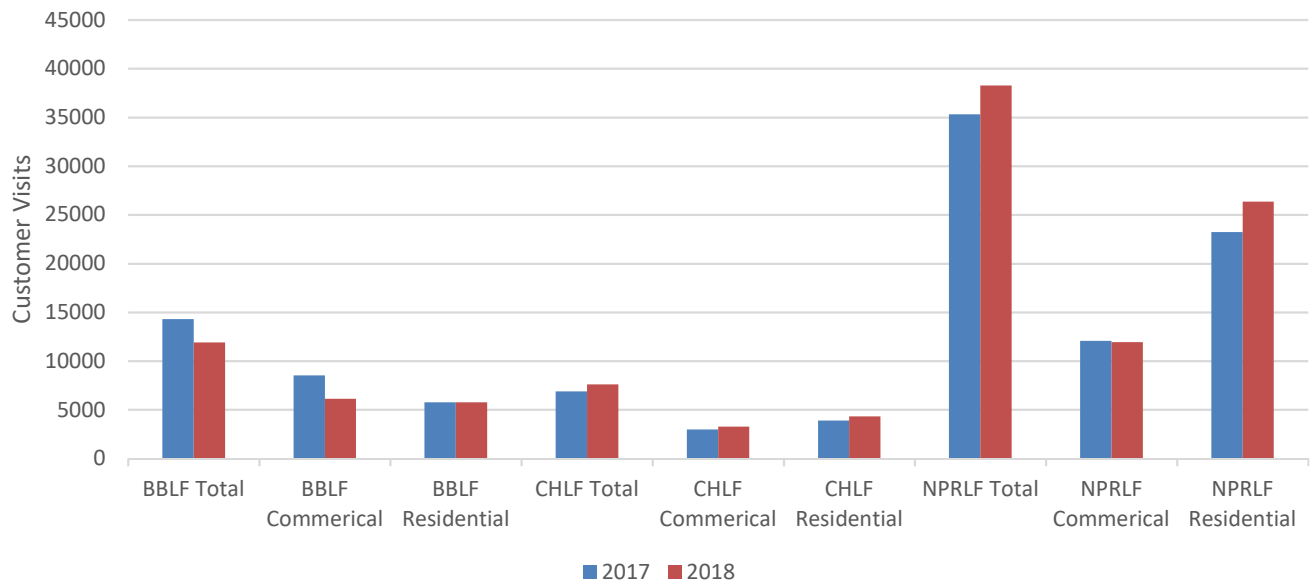
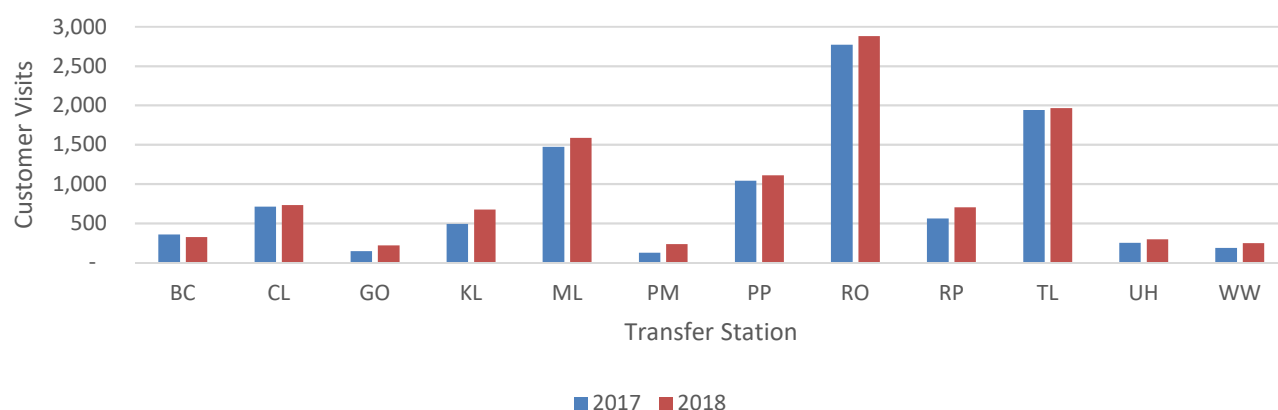


Chart 8: 2018 Transfer Station Customer Visits**ALTERNATIVE OPTIONS:**

N/A

STRATEGIC PLAN RELEVANCE:

N/A

FINANCIAL CONSIDERATION(S):

Tipping fees for all solid waste sites dropped by 11% from 2017:

- \$4,053,625 in tipping fees was collected at the landfills, 13% lower than previous year.
- \$123,532 in tipping fees at the rural transfer stations, 9% higher than previous year.

COMMUNICATIONS CONSIDERATION(S):

This data helps to inform programming for waste education and the Plan Monitoring Advisory Committee (PMAC), which advises on the Solid Waste Management Plan and provides insight into strategy. As the data clearly confirms that commercial waste material forms the bulk of what is received at the landfills, this is a key target to pursue in order to enhance waste diversion.

OTHER CONSIDERATION(S):

As noted above in the report, the overall diversion rate decreased 14% to a 22% diversion rate for 2018. This is mainly attributed to variable wood waste received. The chart below illustrates that wood waste volumes vary year to year, causing fluctuation in the diversion rate.

Wood Waste (tonnes)	2014	2015	2016	2017	2018
All Sites	7,194	31,192	9,158	20,244	8,261
<i>BB-Commercial</i>	2,439	7,261	1,829	9,318***	1,795
<i>BB-Residential</i>	608	835	630	576	663
<i>CH-Commercial</i>	131	3645*	1,411	3,572	1,188
<i>CH-Residential</i>	120	474	119	115	147
<i>FO-Commercial</i>	2,448	18,205**	4,107	5,691	3,374
<i>FO-Residential</i>	1,104	1,113	1,061	971	1,094
* Over 2,000 tonnes of wood chips brought into Chetwynd Landfill, causing spike					
** Over 18,000 tonnes of wood chips brought into North Peace Regional Landfill,					
*** Over 7,000 tonnes of wood waste (pallets, lumber, etc.) brought into Bessborough Landfill,					

SOLID WASTE COMMITTEE DIARY

FUTURE OF SOLID WASTE		Follow-up Action / Status
1.	alternatives/solutions for continued development of waste reduction projects in the region taking into consideration challenges with distances to markets, agricultural plastics (include Oil and Gas industry), service variables between low and high density population areas. September 28, 2018	
GROUND BIRCH TRANSFER STATION		
2.	that the status of a proposed property (located on 271 Road, north of the current unmanned waste site near the Groundbirch store) be monitored every four months, for siting a manned transfer station and that any changes in said property's status be reported back to the Committee. August 2, 2018	
WOOD WASTE MATERIAL DIVERSION		
3.	Work with Expander Energy Inc., a company proposing to utilize wood waste fibre to produce renewable synthetic fuel, by providing them with data regarding wood waste received at the NPRLF; such data to include volume, materials accepted, material rejection criteria and process, separation and chipping responsibility; further that staff report back to the SWC regarding the data provided to Expander Energy and any questions that arise following provision of the data to Expander Energy Inc. December 6, 2018	
Solid Waste budget		
4.	To be reviewed, in depth, at a future meeting. March 7, 2019.	
5.	2019 Meeting Schedule	
	May 2, June 6, July 4, August 1, September 13, October 3, November 7, December 5	
	For December SWC Agenda – 2020 Meeting schedule for approval	
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Solid Waste Committee TERMS OF REFERENCE

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

ROLE OF THE COMMITTEE

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.

STRUCTURE OF THE SOLID WASTE COMMITTEE

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
- The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis
- In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings;
- Appropriate Regional District staff person – non-voting.

2. Meetings:

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

3. Procedures:

- Quorum – at least one-half of the members of the Committee;
- 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.