



**PEACE RIVER REGIONAL DISTRICT
Solid Waste Committee**

for the meeting to be held on **October 3, 2019**
at the Regional District offices, 1981 Alaska Avenue, Dawson Creek, 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 August 28, 2019

5. **Business Arising from the Minutes:**

6. **Delegation:**

10:30 am D-1 Karen Mason-Bennett, Executive Director, Northern Environmental Action Team
re: request for organics composting to support waste diversion at the 2020 Winter Games

7. **Correspondence:**

8. **Reports:**

R-1 September 26, 2019 – Notice of Closed Session

9. **New Business:**

NB-1 Revision to PMAC Terms of Reference to include additional stakeholders for the RSWMP review

10. **Items for Information and Diary:**

I-1 Solid Waste Committee Diary
I-2 Solid Waste Committee Terms of Reference

11. **Adjournment:**



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

DATE: August 28, 2019

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Director Rose, Electoral Area 'E' – Meeting Chair
Director Sperling, Electoral Area 'C' – ex officio
Director Goodings, Electoral Area 'B'
Director Bumstead, City of Dawson Creek
Director Zabinsky, City of Fort St. John

Staff

Shawn Dahlen, Chief Administrative Officer
Paulo Eichelberger, General Manager of Environmental Services
Fran Haughian, Communications Manager
Gerritt Lacey, Solid Waste Manager
Loryn Day, Solid Waste Coordinator
Suzanne Garrett, Corporate Services Coordinator

9:30 am Delegation

D-1 Regional Solid Waste Management Plan Review
Todd Baker and Emily Peets, Morrison Hershfield

1) Call to Order The meeting was called to order at 9:00 am

DIRECTORS NOTICE OF NEW BUSINESS:

None

ADOPTION OF THE AGENDA:

2) Adoption of the Agenda MOVED by Director Zabinsky, SECONDED by Director Goodings, that the Solid Waste Committee agenda for the August 28, 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 June 6, 2019

Business Arising from the Minutes

Delegation

D-1 9:30 am Morrison Hershfield, re: Regional Solid Waste Management Plan Review – Kick Off

Reports

R-1 August 12, 2019 – All Terrain Pallet Jacks for Transfer Stations

R-2 August 21, 2019 – Solid Waste Project Work update

R-3 August 22, 2019 – Notice of Closed Session

New Business

Items for Information

I-1 Solid Waste Diary

I-2 Solid Waste Committee Terms of Reference

Diary

Adjournment

CARRIED.

October 3, 2019

MINUTES:

3) M-1 SWC Mtg. MOVED by Director Zabinsky, SECONDED by Director Goodings,
Min. of May 2, 2019 That the Solid Waste Committee Meeting Minutes of June 6, 2019 be adopted.
CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None

DELEGATION:

4) D-1 Morrison Todd Baker, Waste Sector Lead and Emily Peets, Junior Environmental Engineer/Solid
Hershfield Waste Designer, Morrison Hershfield were in attendance to provide members with
an overview on the Regional Solid Waste Management Plan review process and
objectives. Topics included:

- Individual steps
 - Step 1 meetings to kick off the process
 - Step 2 Review current system, identify issues to address and set plan direction
 - Step 3 Public consultation plan development and implementation
 - Step 4 Development, analysis and evaluation of various waste management options in the region
 - Step 5 Consult the public on draft Plan and finalize based on feedback
- Brainstorming session on current issues/opportunities on the topics of waste diversion, energy recovery and residual waste management and other solid waste services and system financing
- Topic 1 – Waste Diversion
 - Reduce and reuse initiatives
 - Recycling and organics diversion
- Topic 2 – Energy Recovery and Residual Waste Management
 - Energy recovery
 - Waste management and transfer
 - Landfill disposal
- Topic 3 – Other Solid Waste Services & System Financing
 - Bylaws and policies
 - Illegal dumping
 - System financing
 - Other issues
- Consultation Approach – Communication, Targeted Engagement, Broad Public Consultation

Comments collected from this meeting will be incorporated into a presentation for review by the Regional Board at a Committee of the Whole meeting scheduled on September 19.

The delegation concluded its presentation at 11:10 am

5) Recess The meeting recessed at 11:10 am
6) Reconvene The meeting reconvened at 11:15 am

REPORTS:

7) R-1 re:
All Terrain Pallet
Jacks

The purchase of pallet jacks for use at the twelve rural Transfer Stations and Dawson Creek Transfer Station is intended to assist primarily with the movement of glass and paper/cardboard mega bags collected for the Recycle BC Program. Megabags weigh 80 – 120 kg and are too heavy to be moved by hand. Stewardship programs do not cover capital costs. Operational costs are only covered between depot (rural transfer station) and collection point where material is consolidated for shipping. At this time there are no grants that can be applied to in order to purchase jacks.

It was felt that Recycle BC (RBC) should provide the appropriate equipment to manage their program. RBC does not want to use the current bin system on site and has requested that the Regional District use the mega bas as they are weatherproof - this change is only for the Peace Region.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends to the Regional Board that Recycle BC be asked to fund the purchase of a pallet jack for each of the thirteen rural transfer stations that are now required to transport megabags full of recyclables due to a Recycle BC directive that all materials be collected in mega bags only; further, that Recycle BC be asked to confirm if the directive applies universally or only to the Peace River Regional District; and finally, that the response be referred to the Solid Waste Committee.

CARRIED.

8) R-2 re:
Capital Project

MOVED by Director Zabinsky, SECONDED by Director Goodings,
that the August 21, 2019 Solid Waste Capital Project Status Update report be received for discussion.

CARRIED.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends to the Regional Board that the Ministry of Environment and Climate Change Strategy be asked to provide an explanation of and justification for their request that the Peace River Regional District (PRRD) modify the bulky waste pits at Cecil Lake, Kelly Lake and Rose Prairie Transfer Stations; specifically around the handling of surface water infiltration; further, that the Ministry be informed that the request to create unanticipated capital costs for the solid waste system currently in place in the PRRD and asked what level of modification would be required to satisfy the Ministry and minimize the financial impact to the PRRD.

CARRIED.

9) R-3 re:
Notice of Closed
Session

MOVED by Director Bumstead, SECONDED by Director Goodings,
That the Solid Waste Committee recess to a Closed Meeting following conclusion of the regular meeting agenda, for the purpose of discussing the following items:
Agenda Item M-1 – June 8, 2019 Solid Waste Committee Closed Meeting Minutes
(Community Charter Section 97(1)(b))
Agenda Item R-1 – Contract Management
(Community Charter Section 90(1)(d) (g) & (i).

CARRIED.

Peace River Regional District
Solid Waste Committee Meeting Minutes of August 28, 2019

The Chair recessed the meeting to a Closed Session at 11:55 am

Representatives from Morrison Hershfield and staff left the meeting at 11:55 am

10) Committee
Report

MOVED by Director Goodings, SECONDED by Director Zabinsky,
That the recommendations from the Solid Waste Committee meeting of August 28,
2019 be recommended to the Regional Board for approval.

CARRIED.

The Chair adjourned the meeting at 12:12 pm

Director Rose,
Chair – Solid Waste Committee

Suzanne Garrett,
Corporate Services Coordinator

September 20, 2019

Re: Request for Organics Composting to Support Waste Diversion at the 2020 Winter Games

Background: The 2020 Winter Games Committee has committed to running the 2020 Winter Games with as little landfill destined waste as possible. As part of this commitment, I am exploring opportunities for organics diversion for 2000 athletes and almost 20,000 meals and snacks with the option of including back of house diversion for concessions used throughout the games.

Determining the location that organic waste will end up at (active face or compost) will heavily influence our decisions on packaging and waste collection processes.

Current Opportunities:

- We have explored diversion through feedstock and have a couple of farmers that would be interested. However, February is not the best time for diverting a large amount of organics to farms as herds are typically smaller over the winter.
- We have approached the private compost operation near the North Peace Regional Airport and spoken with them about accepting a one-time input of organic material. They have declined.
- We estimate a 250g of total compostable waste per meal which means 5,000kgs in total over a week in February. This represents an estimated savings of 5T of CO₂e.¹

The Questions:

- Can we utilize the compost pad at the North Peace Regional Landfill to process an estimated 5,000kgs of organics?
- Is this an appropriate space for including biodegradable packaging for lunches?
- Will there be a cost for the service? And if so, what?

Solid Waste Management Plan Connections:

- 5.5.4 Develop Yard Waste Drop-offs & Composting Facilities
- 7.3.2 Investigate Organics Management Options
- 7.3.3 Investigate Source Separated Collection Options for Organics & Recyclables
- 9.4 Compatibility with Other Environmental Initiatives

Sincerely,

Karen Mason-Bennett
Environment Chair
2020 Winter Games Committee

¹ https://www.policyalternatives.ca/sites/default/files/uploads/publications/BC%20Office/2013/03/CCPA-BC-Zero-Waste_0.pdf p. 21

October 3, 2019



REPORT

To: Solid Waste Committee

Date: September 26, 2019

From: Tyra Henderson, Corporate Officer

Subject: Notice of Closed Session – Solid Waste Committee – October 3, 2019

RECOMMENDATION: *[Corporate Unweighted]*

That the Committee recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Item M-1 – August 28, 2019 SWC Closed Meeting Minutes – [CC Section 97(1)(b)]

Agenda Item R-1 – Contract Management [CC Sections 90(1)(d) (g) & (i)]

BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session. *Community Charter* Section 90 (1)(n).

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A

Staff Initials:

Dept. Head:

CAO:

Page 1 of 1

October 3, 2019

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	
GROUNDBIRCH 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	
FOLLOW-UP REPORTS		
3.	R3 Recycle It MARR (Large Appliance Recycling) Tire roundup (July 6) C&D strategy	Invite to fall meeting to provide an update report on contamination levels Staff to report back on outcomes of both programs in the fall. To be developed by September
SOLID WASTE BUDGET		
4.	To be reviewed, in depth, at a future meeting. March 7, 2019.	
5.	2019 Meeting Schedule	
	October 3, November 7, December 5	
	For December SWC Agenda – 2020 Meeting schedule for approval	
		Page 1



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.