1. CALL TO ORDER:

2. ADOPTION OF AGENDA:

3. REPORTS:

   Draft PRRD Campground Bylaw:

   3.1 September 30, 2015 – Kole A. Casey, South Peace Land Use Planner – Draft Campground Bylaw

   Solid Waste Management Plan:

   3.2 September 25, 2015 – Paulo Eichelberger, Manager of Solid Waste Services – Request for Contract Amendment & Extension with Fort St John Eco-Depot Recycling

   3.3 October 1, 2015 – Jeff Rahn, General Manager of Environmental Services – Spring / Fall Clean-up Program

4. ADJOURNMENT:
To: Committee of the Whole  
Date: September 30th, 2015

From: Kole A. Casey, South Peace Land Use Planner

Subject: Draft CAMPGROUND BYLAW

RECOMMENDATION:

For information and discussion. Further Board direction required to proceed.

BACKGROUND/RATIONALE:

At its February 26th, 2015 meeting, the Board resolved the following resolution:

ZONING AMENDMENT BYLAW NO. 2178, 2015 (SILVER SPIRIT INVESTMENT CORPORATION)  
RD/15/02/17 (26)  
MOVED Director Sperling, SECONDED Director Plowright,  
1. That the Regional Board defer “Zoning Amendment Bylaw No. 2178 (Silver Spirit Investment Corporation), 2015” until such a time that staff can complete a campground bylaw; and  
2. That the Regional Board direct staff to complete a campground bylaw.  
CARRIED

- This resolution was based on a Bylaw Enforcement complaint
- Concerns were brought up with regards to fire, health and safety of campgrounds within the PRRD

Bylaws in PRRD

- No Campground Regulatory Bylaw was found within the local municipalities
  - Although there are policies set out within certain municipalities of their own management, maintenance, improvement and operation of their own parks and campgrounds
- PRRD staff investigated several Campgrounds and RV parks within the Area to gain a sense of campgrounds/RV parks in the Area (See pictures attached)

Current Applications:

<table>
<thead>
<tr>
<th>File No.</th>
<th>Applicant</th>
<th>Area:</th>
<th>Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>163/2014</td>
<td>Svisdahl</td>
<td>B</td>
<td>Currently sitting at 3rd reading. Tabled pending campground bylaw</td>
</tr>
<tr>
<td>217/2014</td>
<td>Silver Spirit Investment Corp.</td>
<td>C</td>
<td>Consideration tabled pending campground bylaw</td>
</tr>
<tr>
<td>067/2015</td>
<td>Raven Center Holdings Ltd.</td>
<td>B</td>
<td>On hold pending campground bylaw</td>
</tr>
</tbody>
</table>
**Retroactive Application:**

Bylaws under Section 694 of the LGA do not require recognition ("grandfathering") of existing conditions similar to what is required for a zoning bylaw in the case of non-conforming uses when a zoning bylaw is changed.

Therefore the Regional Board can choose to apply a new campground regulation retroactively to known campgrounds in the area, and establish a reasonable time for owners to adhere to the proposed bylaw by either:

Options:
- Responding to existing complaints & files immediately
  - Existing enforcement files should be dealt with immediately
- Providing a length of time to achieve compliance
  - Ie. Non-compliant campgrounds to achieve compliance within two years
- Require campgrounds to achieve compliance upon complaint.
- Educate and encourage campgrounds to achieve compliance.

**Campground Permit**

A draft permit for the construction of new campgrounds has been included for Board consideration. A fee for such a permit could be in a range from $100 - $350. (Ie. min building permit fee = $100; temporary use permit fee = $350)

**Other Considerations for the Regional Board:**

**Duration of Stay**
The current zoning policy for campgrounds in the PRRD is as follows: (4 zoning bylaws)

- Bylaw No. 1000: No limit on duration of stay
- Bylaw No. 1343: Two options:
  - Standard: Extended - optional (obtained through a rezone text amendment)
  - Extended -optional (obtained through a rezone text amendment)
- Bylaw No. 479 (DC Rural): No limit on duration of stay
- Bylaw No. 506 (DC Rural): No limit on duration of stay
It is observed and understood that a percentage of the temporary workforce in the area prefer to stay in campgrounds within the PRRD, which leads to concerns that proposed and currently operating campgrounds/RV parks could turn into makeshift working camps.

- Is that a concern of the Regional Board and if so why?
- Do the definition of campgrounds and working camps need to be separate to be explicit about the difference?

Other than provincial campgrounds which are only opened seasonally, there are no other campground regulations in the region that limit the duration of the stay.

The zoning bylaw would be the best instrument to manage the duration of stay in campgrounds, and the current policy in the PRRD is not uniform, with the duration of stay managed only in the fringe areas Bylaw No. 1343).

**Direction required from Regional Board concerning duration of stay?**

**STRATEGIC PLAN RELEVANCE:**

Not currently in strategic plan

**FINANCIAL CONSIDERATION(S):**

- Depending on permitting or enforcement requirements could add additional administrative burden.

**COMMUNICATIONS CONSIDERATION(S):**

- This draft bylaw still needs to be referred to external agencies, and municipalities within the area and obtain a legal review.

**Public Review**

- Section 694(1)(j) of the *Local Government Act* enables regulation of the construction and layout of trailer courts, manufactured home parks and camping grounds and require that those courts, parks and grounds provide facilities specified in the bylaw.

- There is no legislative requirement under this section for public review and consultation.

However, should the board want a public review for this proposed bylaw the following options are provided:

**Option One:**

- That three public meetings are held with one in each of the North Peace, South Peace and West Peace areas.
- Advertisement in the local Newspapers, on the PRRD webpage and news feeds
- Invitations/notice sent out to stakeholders i.e. campground operators, Chamber of Commerce, tourists groups, associations

**Option 2:**

- A sixty day comment period be provided to stakeholders & public
- Advertisement in the local newspapers and on the PRRD webpage and news feeds
- Invitations/notices sent out to stakeholders i.e. campground operators, Chamber of Commerce, tourists groups, associations

*October 7, 2015*
Sample Photos
PEACE RIVER REGIONAL DISTRICT
Bylaw No. XXXX Draft, 2015

A bylaw to establish standards for campgrounds for the health and safety of the general and travelling public
Whereas section 694(1) (j) of the Local Government Act enables regulation of the construction and layout of campgrounds and facilities therein;

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. Title
This bylaw may be cited for all purposes as “Peace River Regional District Campground Bylaw No. XXXX Draft, 2015.”

2. Application
The provisions of this bylaw apply to that portion of the Peace River Regional District contained within Electoral Areas B, C, D and E and more precisely as described in the Letters Patent as amended incorporating the Peace River Regional District.

3. Administration
The Bylaw Enforcement Officer, Building Inspector, General Manager of Development Services, Local Assistant to the Fire Commissioner or his appointed representative or such other person appointed by the Regional District shall administer this bylaw.

Persons appointed under this section may enter any building or premises at any reasonable time for the purpose of administering or enforcing this bylaw.

4. Definitions
In this bylaw:

Arizona Room: Means a covered patio or covered porch set aside but not attached to the camping unit consisting of a single room enclosed with insect screening. The Arizona room shall only be used for recreation and outdoor leisure and not for storage purposes.

Camping Unit(s): Means a tent, tent trailer, truck camper, travel trailer, fifth wheel, park model trailer, motor home and any other conveyance designed to travel on a publicly maintained road, which is constructed and intended or equipped to be used as a temporary living or sleeping quarters.

Campground: Means an area maintained with intention to occupy for temporary accommodation of camping units, excluding a mobile home park, hotel, motel, or work camp.

Campground Facilities: Means but not limited to a convenience store (no larger than 2000 ft²), management office, shower and bathroom facilities, maintenance sheds, playground, cookhouse, picnic pavilion, sanitation dump, clothes washing facilities, garbage collection, firewood storage and info kiosks.

Campsite: Means a measure of land that one camping unit will occupy.

Definitions (continued)
Fencing: Means a fence that contains wood, masonry or chain link with privacy slats and encloses the campground intended to screen view from the outside of campground area.

Greenspace: A buffer area will consist of planted grass landscaping. Deciduous, coniferous or shrubs can be placed within the buffer area. Fence or screening is permitted. Picnic benches are permitted.

Park Model Trailer: Means a camping unit that conforms to the CSA (Canadian Standards Association) Z241 series of standards for park model trailers at the time of manufacturing. A Park model trailer will meet the following criteria:
   a. it is built on a single chassis mounted on wheels;
   b. it is designed to facilitate relocation from time to time;
   c. it is designed as living quarters for seasonal camping and may be connected to those utilities necessary for operation of installed fixtures and appliances; and
   d. it has a gross floor area, including lofts, not exceeding 50m² when in the set-up mode, and has a width greater than 2.6 m in the transit mode
   (Definition taken from CSA Z241.0)

Sanitation Dump: Means a facility for the purpose of providing grey and black water disposal from a camping unit.

Work Camp (Industrial Camp): means land or premises on which an employer, in connection with a logging, sawmill, mining, oil or gas operation, a railway construction project, a cannery, or a similar thing, owns, operates or maintains, or has established, permanent or temporary structures for use, with or without charge, by employees as living quarters.
   (Definition taken from the BC Public Health Act)

5. Owners Responsibility:
   a. It is the responsibility of the owner to comply with all regulations set out within this Bylaw and all relevant Regional, Provincial or Federal legislation.
   b. If this Bylaw or any other Regional regulation is breached, it is the owner’s responsibility to take immediate remedial action.

6. General Prohibitions:
   a. No additions shall be constructed for camping units, except for skirting surrounding the undercarriage of the camping unit, a deck less than two feet high, or an Arizona room.
      i. No more than one Arizona room per campsite.
   b. No campsite shall be used for the parking of non-recreational vehicles or equipment.
   c. No campsite shall be used for storage.
   d. No garbage or refuse will be deposited in areas other than specified garbage and recycling bins.
   e. No camping unit may discharge solid, grey or black sewage into the environment except in an authorized sewerage disposal facility.
   f. No vehicle or camping unit shall block or impede roads and accesses within the campground.
   g. A home based business shall not be operated from a camping unit or campground.

7. General Regulations:  
   October 7, 2015
a. Water supply and sewerage disposal systems must be authorized by the agency having jurisdiction.
b. Campgrounds may be designated for either Seasonal Use or Annual Use.
c. A camping unit shall be parked only within a designated campsite.
d. A camping unit that is placed within a campsite will be properly blocked and tied down.

7.1 Solid Waste
e. Garbage and recycling bins will be provided and must be adequate to contain all garbage and recycling waste.
f. One garbage bin and recycling bin must be provided per every 8 campsites.
g. Each garbage bin and recycling bin must be easily accessible and clearly marked.
h. Garbage and recycling bins must be secure and enclosed to limit spill or wildlife access i.e. bear proof bins.
i. All Garbage and Recycling bins shall be maintained and in good repair.
j. Must be emptied regularly to minimize overflow and mitigate possible wildlife intrusions.

7.2 Roads:
a. All access road shall either be graveled or hard surfaced. Graveled road shall be properly graded to limit potholes and obstructions. Hard surfaced roads will be maintained to limit potholes and obstructions.
b. All access and roadways will be easily accessible for camping units and emergency vehicles.
c. All roadways and campsites must be properly drained and ensure proper road dust suppression.

7.3 Campsite:
a. Each campsite will be clearly marked and numbered.
b. The minimum area of each campsite shall be 90 m$^2$ (969 ft$^2$).
c. Each campsite will contain a greenspace with a minimum width of 6 m (20 ft.) between adjacent camping units parking area.
a. Each campsite will contain a greenspace with a minimum width of 6 m (20 ft.) from any campground facility.
b. A camping unit is not permitted within the greenspace.
c. The greenspace shall be kept clear off all

d.

7.4 Fire Protection:
a. All campgrounds, campsites within the campground and camping units must comply with the most current CSA code B-149.2 concerning Propane storage and handling.
b. Portable fire extinguishers of a type that is approved by an appointed personnel from the Peace River Regional District shall be kept in all campsite facilities and all other areas specified by the appointed person from the Peace River Regional District.
c. All Campgrounds must be in compliance with the most current BC Fire Code.

8. Landscaping/ Buffer Area:

October 7, 2015
a. A screening buffer is required between the campground that is parallel to a road or highway or along residential zoned properties.

b. This screening buffer may consist of fencing, deciduous or coniferous trees. If a chain link fence is used, privacy slats must be placed within the chain link.

c. The buffer area does not include the parking area for the camping unit.

d. If deciduous or coniferous trees are planted as referred in section 8(b), they must be 6 cm (2.4 inches) in diameter at breast height at time of planting, spaced at maximum 5 metre intervals.

e. Such buffers maybe broken only for entrance ways to the campground.

f. Such landscaped buffers should be at least 3 m (10 ft.) in width.

9. Violations
Every person who does anything that this Bylaw prohibits, fails or omits to do anything this Bylaw requires to be done, or who breaches any provisions of this Bylaw, commits an offence. Each day an offence continues shall be a separate offence.

10. Severability
If any section, subsection, sentence, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this bylaw.

11. Penalty
Every person who commits an offence contrary to the provisions of this Bylaw is liable on summary conviction to the maximum penalty pursuant to the Offence Act in addition to the costs of the prosecution.

READ a FIRST TIME this ___ day of ______________, 2015.
READ a SECOND TIME this ___ day of ____________, 2015.
Public Hearing held on ____________, 2015 and notification mailed on the ___ day of ____________, 2015.
READ a THIRD TIME this ___ day of ____________, 2015.
ADOPTED this ___ day of ____________, 2015.

Lori Ackerman, Chair

Jo-Anne Frank, Corporate Officer

I hereby certify this to be a true and correct copy of "PRRD Campground Bylaw No. Draft, 2015", as adopted by the Peace River Regional District Board on ______________, 2015.

Corporation Officer
APPLICATION INFORMATION: (to be filled out by the applicant or authorized agent)

Owner’s Name: ___________________________ Home Phone: _______________ Cell Phone: _______________

Owner’s E-mail: ___________________________ Daytime Phone(s): _______________

Mailing Address: __________________________ City: ___________________ Postal Code: _______________

911 Number & road name of Campground site: __________________________

Legal Description:
Lot: __ Block: _____ Plan: __________ Section: _____ Township: ____ Range: _____ District Lot _______

OCP Designation: _______ Zoning Designation: _______ ALR: _______

Lot size/ acres: __________ Total No. of Campsites: __________ No. of Park Model Sites: _____ No. Utility sites: ______

PROJECT DESCRIPTION:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

SIGNATURE OF OWNER OR AUTHORIZED AGENT: _______________________

DATE: _______________________

The applicant agrees that construction will be in accordance with regulations which are applicable to the proposed work and that a failure to request inspections does not relieve the applicant from the obligations to comply with the required standards and regulations and that the Peace River Regional District assumes no responsibility for the design, construction, safety or suitability of the campground or facilities within the campground.

PLEASE SEE THE CHECKLIST ON THE BACK FOR ADDITIONAL INFORMATION REQUIRED WITH THIS APPLICATION
Checklist Guide
Submit the following information with your application form
Any items pertaining to your project listed below that do not accompany
Your application may result in your campground permit being delayed

<table>
<thead>
<tr>
<th>Campground Permit Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) two sets of plans complete with the following</td>
</tr>
<tr>
<td>• Location of utility services.</td>
</tr>
<tr>
<td>• Distances from lot lines, dimensions of campsites, buffer area and facilities</td>
</tr>
<tr>
<td>• Location and designation of all Campsites, parking areas, roads, buffers, greenspaces</td>
</tr>
<tr>
<td>• Facilities</td>
</tr>
<tr>
<td>• Buffer areas.</td>
</tr>
<tr>
<td>• Garbage disposal</td>
</tr>
<tr>
<td>• North arrow, notation of scale</td>
</tr>
<tr>
<td>• Adjacent land Uses</td>
</tr>
<tr>
<td>(2) Report stating the following:</td>
</tr>
<tr>
<td>• Proposal description</td>
</tr>
<tr>
<td>• Transportation plan</td>
</tr>
<tr>
<td>• Garbage and recycling plan</td>
</tr>
<tr>
<td>• Utilities plan</td>
</tr>
<tr>
<td>• Buffering and greenspace</td>
</tr>
<tr>
<td>• Fire Protection</td>
</tr>
<tr>
<td>• Health Plan</td>
</tr>
<tr>
<td>• Safety Plan</td>
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<tr>
<td>• Adjacent Land Uses</td>
</tr>
<tr>
<td>(3) Proof of notification to adjacent land owners of proposal</td>
</tr>
<tr>
<td>(4) Proof of application to Northern Health for a Sewer or Water Permit</td>
</tr>
<tr>
<td>• If no Sewer of water Permit needed proof of discussion with Northern Health</td>
</tr>
<tr>
<td>(5) Proof of notification to MOT</td>
</tr>
<tr>
<td>(6) proof of ownership - current tax assessment notice or title certificate</td>
</tr>
<tr>
<td>(7) arrange for an appointment with Development Services Staff to discuss your proposal</td>
</tr>
</tbody>
</table>

**FOR OFFICE USE**

<table>
<thead>
<tr>
<th>PRRO Permit No:</th>
<th>ALR:</th>
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<tbody>
<tr>
<td>PID No:</td>
<td>PALC Approval:</td>
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<td>Folio No:</td>
<td>Variance Permit:</td>
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<td>Zoning By-law No.</td>
<td>Development Permit:</td>
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<td>Property Zoning:</td>
<td>Delayed Demo Agreement:</td>
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<td>Zoning Notes:</td>
<td>Electoral Area:</td>
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<td></td>
<td>Fire Protection Area:</td>
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<td></td>
<td>Type of Disposal System:</td>
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<tr>
<td></td>
<td>HPO Declaration Disclosure Notice:</td>
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<td></td>
<td>SSAC receipt# __________________</td>
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<td></td>
<td>Geotech Required:</td>
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<td>Geotech Notes:</td>
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</table>

October 7, 2015
To: Committee of the Whole  Date: September 25, 2015

From: Paulo Eichelberger, Manager of Solid Waste Services

Subject: Request for Contract Amendment & Extension with Fort St John Eco-Depot Recycling

RECOMMENDATION:
1. That the Committee of the Whole recommend that the Regional Board extend the current recycling contract to August 31, 2016.
2. That the cost of separating and disposing of non-recyclable waste material from the processing of recyclables collected from a municipal curbside program not be included in the contract renewal as an additional expense charged to the Regional District but instead be charged back to the municipality where it originated.

BACKGROUND/RATIONALE:

On September 17, 2015, the Regional Board made the following resolution, recommended by the Committee of the Whole:

“That municipally-collected curbside recyclables be included in the existing recycling contract with FSJ Eco-Depot Recycling Ltd, as well as in the scope of work in the pending RFP for recycling services in the Regional District.”

To that end, staff met with representatives from FSJ Eco-Depot Recycling Ltd. (Eco-Depot) to explore operational changes and additional costs which will be required for post-processing of municipally-collected curbside recyclables from the City of Fort St John (beginning November 2015). Issues addressed were:

- Costs that will be borne by the Regional District from including Fort St. John in the current recycling contract.
- Additional costs for post-processing curbside materials are not covered off in the current recycling contract between the Regional District and Eco-Depot. A new rate was negotiated for these materials. These costs would be the responsibility of the municipality as they are tied to the success of recycling within the municipality.
- Establishing a trial period to gauge tonnage of material coming in from the City of Fort St. John’s new curbside program and audit the new post-processing cost over 3 months (amended payment schedule attached). A revision to this rate may be required after the audit;
- Material tonnage for municipal curbside recyclables will be tracked separately to measure waste diversion and assess costs;
- Guidelines for acceptance of curbside recyclables:
  - Eco-Depot has indicated that if the level of contamination (i.e. garbage) in the curbside recyclables is excessive, then an additional charge will be applied for removal. A rate of $70/hour was quoted for sorting out the contamination.
  - The tipping fees that must be paid at the landfill for disposal of this garbage is also a separate charge (current tipping fee is $55/tonne);
- The City’s education program will be vital to the success of their curbside recycling program in minimizing contamination and increasing waste diversion.

As a result of discussions, Eco-Depot has provided the Regional District with a request to extend their contract until August 31, 2016 (attached). This will provide sufficient time to amend the scope of work accordingly in the upcoming recycling RFP, which will be issued in early January 2016. The expected cost of the new contract can then be included in the 2016 Financial Plan. It will also give the required six-month lead time for the selected contractor to establish recycling operations under the new contract.

With respect to the post-collection costs associated with removal and disposal of garbage in curbside recyclables, these costs should not be borne by the Regional District as part of Board resolution RD/15/09/18 (17), which reads as follows:

“That municipally-collected curbside recyclables be included in the existing recycling contract with FSJ Eco-Depot Recycling Limited, as well as in the scope of work in the pending Request for Proposal for recycling services in the Regional District.”

Municipal curbside recycling programs should encompass the necessary public education, information delivery, monitoring and enforcement to ensure that residents are utilizing the service properly and not creating an operational burden on the regional district’s post-collection processing system by placing garbage in their recycling carts, purposely or otherwise. The cost of garbage collection and disposal has always been a municipal responsibility and it should not become a regional district cost to bear just because it is routed through the district’s recycling system as a result of abuse or ineffective delivery of a municipal curbside recycling program.

**OPTIONS:**
1. That the Committee of the Whole recommends that the Regional Board extend the current recycling contract to August 31, 2016.
2. That the Committee of the Whole recommends that the Regional Board not extend the current recycling contract to August 31, 2016 and provide staff with a specific alternate direction.
3. That the cost of separating and disposing of non-recyclable waste material originating from the processing of recyclables collected from a municipal curbside program not be included in the contract renewal as an additional expense charged to the Regional District but instead be charged back to the municipality where it originated.
4. That the cost of separating and disposing of non-recyclable waste material from the processing of recyclables collected from a municipal curbside program be included in the contract renewal as an additional expense charged to the Regional District.
5. That the Regional District bears the cost of separating non-recyclable waste material from the processing of recyclables collected from a municipal curbside program, but the municipality pays for the cost of disposal.

STRATEGIC PLAN RELEVANCE: Regional Solid Waste Management operations

FINANCIAL CONSIDERATION(S): The amended scope of work will have a budget impact to the 2015 Financial Plan which will result in reallocation of other line items within the Solid Waste Function. This will be assessed during November/December 2015.

COMMUNICATIONS CONSIDERATION(S): None

OTHER CONSIDERATION(S): None.
Peace River Regional District  
Box 810,  
Dawson Creek, BC, V1G 4H8  

Re: Extension of Contract  

FSJ Eco-Depot Recycling Limited is requesting for an extension of the recycling contract with the Peace River Regional District from January 1, 2016 to August 31, 2016.

The following will apply under the agreement:

a. That the processing fee for City of Fort St John curbside recycling will be at a rate of $900.00 per metric ton.

b. That the above rate will be reviewed in 3 months

c. That a $70.00 per hour fee will be charged for sorting out contamination from the curbside recycling

d. That other municipalities will be discussed as they come up with their recycling programs.

e. All other terms and conditions as stated in the contract would remain in effect for the duration of the extension.

Yours truly

Ken Griffin  
General Manager

October 7, 2015
### Amended Payment Rates

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<th>Collection and Processing/tonne</th>
<th>$/tonne</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>Office Grade Paper (OGP)</td>
<td>$222.25</td>
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<tr>
<td>Mixed Paper (office grade &amp; old newspapers) (MP)</td>
<td>$235.94</td>
</tr>
<tr>
<td>Old Corrugated Cardboard (OCC)</td>
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<tr>
<td>Glass</td>
<td>$113.76</td>
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<td>Metal</td>
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<tr>
<td>Plastic #1, #2, #4, #5, #6, #7 and film</td>
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<td>Comingled (plastic/tin/paper)</td>
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<td>Collection Levy (all materials)</td>
<td>$12.64</td>
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<tr>
<td>Post Processing Curbside (NEW)</td>
<td>$900.00</td>
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To: Chair and Directors

From: Jeff Rahn, General Manager of Environmental Services

Subject: Spring/Fall Clean-up Program

RECOMMENDATION(S):
That previous Board resolution RD/13/1/17 remain in effect with respect to implementation of the solid waste clean-up program.

BACKGROUND/RATIONALE:
At its September 17, 2015 meeting the Board resolved:

“That staff bring forward a report that provides details on costs for providing bulky waste bins each spring and fall for a two week period of time at all Tier 1 and Tier 2 transfer stations, and unmanned PL6 transfer stations.”

Attached for the Board’s information is the report previously considered by the Board. The present report provides cost details as requested in the above resolution and updates the information that was provided under Option 2 in the previous Board report. The other options are still relevant for the Board’s consideration in determining which option to select for the service.

Table 1 below details the costs associated with providing spring and fall clean-up bins for a 2-week period in each season at unattended PL6 transfer stations until they are replaced with the new attended transfer stations and then the same bin service would be provided at Tier 2 stations going forward.

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>2015 (Estimated)</th>
<th>2016 (Estimated)</th>
<th>2017 (Estimated)</th>
<th>2018 (Estimated)</th>
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<td>Clean-up Bins</td>
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<td>Waived Tipping Fees - Coupons</td>
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<td>$145,000</td>
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<td>TOTAL COST</td>
<td>$277,000</td>
<td>$286,000</td>
<td>$292,000</td>
<td>$275,000</td>
</tr>
<tr>
<td>Residential Tax Rate (based on 2015 assessment)</td>
<td>$ 0.0130</td>
<td>$ 0.0134</td>
<td>$ 0.0137</td>
<td>$ 0.0129</td>
</tr>
</tbody>
</table>
Table 2 below details the costs associated with providing the bin service at Tier 1 stations as well as at PL6 and Tier 2 sites.

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>2015 (Estimated)</th>
<th>2016 (Estimated)</th>
<th>2017 (Estimated)</th>
<th>2018 (Estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coupon Program</td>
<td>$20,000</td>
<td>$21,000</td>
<td>$22,000</td>
<td>$23,000</td>
</tr>
<tr>
<td>Clean-up Bins</td>
<td>$90,000</td>
<td>$55,000</td>
<td>$55,000</td>
<td>$0</td>
</tr>
<tr>
<td>Tier 2 Clean-up Bins</td>
<td>$0</td>
<td>$36,000</td>
<td>$36,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>Tier 1 Clean-up Bins</td>
<td>$0</td>
<td>$46,000</td>
<td>$46,000</td>
<td>$51,000</td>
</tr>
<tr>
<td>Waived Tipping Fees - PL6 Bins</td>
<td>$27,000</td>
<td>$16,000</td>
<td>$16,000</td>
<td>$0</td>
</tr>
<tr>
<td>Waived Tipping Fees - Tier 2 Bins</td>
<td>$0</td>
<td>$13,000</td>
<td>$13,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>Waived Tipping Fees - Tier 1 Bins</td>
<td>$0</td>
<td>$16,000</td>
<td>$16,000</td>
<td>$18,000</td>
</tr>
<tr>
<td>Waived Tipping Fees - Coupons</td>
<td>$140,000</td>
<td>$145,000</td>
<td>$150,000</td>
<td>$155,000</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$277,000</strong></td>
<td><strong>$348,000</strong></td>
<td><strong>$354,000</strong></td>
<td><strong>$344,000</strong></td>
</tr>
</tbody>
</table>

The other point to make is that waiving tipping fees through a free-dumping service means that more money has to come from taxation to fund the solid waste function, which is contrary to the Solid Waste Management Plan objective of achieving a 50/50 split between taxation and user fees.
To avoid the above inconsistencies with the Plan, staff recommends that previous Board resolution RD/13/1/17 remain in effect with respect to implementation of the solid waste clean-up program, which is Option 1 in the September 17, 2015 Board report.

**STRATEGIC PLAN RELEVANCE:** n/a

**FINANCIAL CONSIDERATION(S):** Per the options presented in this report and the attached September 17, 2015 Committee of the Whole report.

**COMMUNICATIONS CONSIDERATION(S):** Depending on the option selected, public outreach will be conducted through the appropriate media outlets to advise of any changes to the clean-up program.

**OTHER CONSIDERATION(S):** n/a
To: Committee of the Whole

From: Jeff Rahn, General Manager of Environmental Services

Subject: Spring/Fall Clean-up Program

RECOMMENDATION(S):
That previous Board resolution RD/13/1/17 remain in effect with respect to implementation of the solid waste clean-up program.

BACKGROUND/RATIONALE:
During the PRRD Board Meeting on September 3, 2015, the following recommendation from EADC was referred to the Committee of the Whole discussion on Solid Waste:

RECOMMENDATION No. 4:
“That the Electoral Area Directors’ Committee recommends to the Regional Board that the original program for bulky-waste, free-dumping bins at various rural locations within the Regional District be re-instated for spring and fall clean-up.”

This report details historical information with respect to the existing spring/fall clean-up program and seeks the Board’s direction on its future implementation.

History
- With adoption of the original Solid Waste Management Plan in the mid 1990’s, several small rural landfills were closed and replaced with unattended PL6 transfer stations that utilized bear-resistant 6 cubic yard bins to accept bagged household waste. Since the bins incorporated small doors that were designed to accept the placement of garbage bags, any bulky waste items exceeding the door size could not be accommodated. To address this situation, the PRRD provided large-capacity roll-off bins for a 2-week period in spring and fall at each transfer station so that residents could dispose of their bulky waste locally and free-of-charge, rather than drive a long distance to the nearest landfill. The initial budget for this service was approximately $70,000.

- In an attempt to provide a consistent service for all residents in the region, the PRRD opened up the landfills at Bessborough and Fort St. John for 4 days to allow both municipal and rural residents who would normally use these locations to dump their bulky waste free-of-charge. This service was later discontinued.
• Costs for the free-dumping program escalated significantly over the years, going as high as $250,000 at one point, not including the value of waived tipping fees that would otherwise be paid at the landfills.

• As the transfer station sites were unattended, a number of problems were experienced with the spring/fall bin service, including: dumping of prohibited materials (e.g., waste oil and hazardous household waste, hazardous waste from oil and gas operations, etc.), inconvenient timing of bin placement, overfilling of bins causing untidy conditions, and difficulty associated with lifting heavy, bulky items over the high walls of the bins.

• To alleviate the operational and budget concerns associated with the spring/fall bin service, the Board adopted a Solid Waste Committee recommendation to run a free-dumping coupon program in 2010 on a pilot basis. The program was structured to provide a set of 4 coupons to every municipal and rural property owner with improvements (buildings) for the free disposal of up to 1 tonne total of eligible waste at the Chetwynd, Bessborough, Fort St. John and Rose Prairie landfills (Rose Prairie is now a transfer station). The coupon program has been implemented every year since 2010.

The coupons were intended to provide a measure of convenience in that they can be used at any time during the year for disposal of eligible waste materials, whereas the spring/fall bins are only available for 2 weeks each time they are placed. Since the coupons are only accepted at attended sites, waste disposal can be supervised to screen out prohibited materials in loads. While the coupon program is convenient for those living in close proximity to a landfill or Tier 1 transfer station, it is not as convenient for rural residents in the more remote areas of the district who have to transport their bulky cleanup items long distances to one of these facilities.

About 20% of coupons issued are actually used. A table is attached summarizing usage by area. The cost of the coupon program is reported below in the Costs section.

• PRRD undertook the construction of attended Tier 1 and Tier 2 transfer stations in 2012. Tier 1 transfer stations are full-service facilities that accept a variety of different waste materials, including bagged household waste, metals, woodwaste, bulky waste recyclables and some product stewardship items. Tier 2 transfer stations accept just bagged household waste and recyclables.

The locational model of facility placement has Tier 1 station in higher populated rural communities and Tier 2 station in outlying, more sparsely populated areas of the district. Transportation routes were considered in the analysis to provide the most convenient disposal option for Tier 2 users where material other than bagged household waste is concerned. A typical example would be Pink Mountain, which has a Tier 2 station, and Wonowon, which has a Tier 1 station. Residents in Pink Mountain normally travel the Alaska Highway and go through Wonowon to do their shopping in Fort St. John. For everyday disposal of bagged household waste, they can use the local Tier 2 station in Pink Mountain. When bulky waste, wood or metal needs to be disposed of, they can stop along the way in Wonowon to drop it off. If a special trip needs to be made, Wonowon is significantly closer than the North Peace Regional landfill just outside Fort
St. John, which is where bulky material previously had to go when these communities just had unattended PL6 stations.

By the end of 2015, six Tier 1 and six Tier 2 stations will have been constructed, leaving 13 unattended PL6 transfer stations to be replaced as per the approved Solid Waste Management Plan. By the end of the transfer station upgrade program in 2017, a total of 10 new/pre-existing Tier 1 stations and 10 new Tier 2 stations will be established throughout the district. All unattended PL6 sites will have been decommissioned by that point.

On January 10, 2013, the Regional Board adopted the following recommendation from the Solid Waste Committee (resolution RD/13/1/17):

MOVED by Director Christensen, SECONDED by Director Hiebert,

a) that the coupon program be continued in 2013; and
b) that spring and fall bulky waste bins be provided in areas that are not serviced by a Tier 1 or Tier 2 Transfer Station; and
c) that the use of bulky waste bins be phased out after all the new transfer Tier 1 and Tier 2 transfer stations have been constructed.

The clean-up program has been implemented in accordance with this resolution since it was made.

Options

**Option 1** In accordance with Regional Board resolution RD/13/1/17:

- Continue providing spring and fall bulky waste bins in areas that are not serviced by a Tier 1 or Tier 2 Transfer Station.
  - The bins would be provided at all of the unattended PL6 stations that received bins in 2014-2015, as follows:
    - **West Peace**
      - Moberly Lake
      - Hasler Flats
    - **South Peace**
      - Groundbirch
      - Progress
    - **North Peace**
      - Mile 62.5
      - Upper Halfway
    - **East Pine**
    - **Lone Prairie**
    - **Rolla**
    - **Doe River**
    - **Milligan Creek**
    - **Osborn**

- Phase out use of bulky waste bins after all the new transfer Tier 1 and Tier 2 transfer stations have been constructed.
  - The bin service would be progressively discontinued as the unattended PL6 stations are decommissioned. With the construction of Tier 2 stations at Rolla, Moberly Lake and Upper Halfway in 2015, bins would not be provided at Upper Halfway, Rolla, Doe River, Moberly Lake and
Mile 62.5 in 2016, leaving the other 7 sites in the list above to continue receiving the service. When all remaining Tier 1 and 2 facilities are constructed in 2017, the bin service would be completely eliminated after that.

- In addition, continue the free-dumping coupon program as an on-going service.

Option 2
- Continue the free-dumping coupon program as an on-going service;
- Continue providing a spring and fall bin service at the unattended PL6 stations listed in Option 1 until they are decommissioned;
- Once all Tier 1 and Tier 2 transfer stations have been constructed and all unattended PL6 stations have been decommissioned, provide a 2-week spring and fall bulky waste bin service at all Tier 2 facilities with the use of free-dumping coupons for coupon-eligible waste material only. Routine tipping fees would be applied to eligible waste materials when coupons are not used.

**NOTE:** Coupon-eligible waste deposited into a clean-up bin must be considered mixed waste even if customers separate different materials in their loads before placement, as all materials end up in one bin. This is contrary to the waste separation rules for coupon acceptance at all other facilities and also goes against Solid Waste Management Plan objectives to achieve waste diversion from landfills through material separation and recycling. It also creates an operational burden on the landfill contractor who must attempt material separation from the incoming mixed loads and likely would not achieve full separation, resulting in the needless landfiling of otherwise recyclable material.

Option 3
- Provide a bin service at all the unattended PL6 stations listed in Option 1 for the fall of 2015 only, and then permanently discontinue the service thereafter. Notify the public of the discontinuation. Continue the free-dumping coupon program.

Option 4
- Immediately discontinue the spring and fall bin service. Notify the public of the discontinuation. Continue the free-dumping coupon program.

**Costs**

**Coupon Program**

Currently, about $20,000 is spent on the coupon program which covers the cost of envelopes, printing and postage, not including the cost of staff time. The value of waived
tipping fees that would otherwise be paid if coupons were not available was approximately $140,000 in 2014-2015 (coupons are effective May 1st to April 30th every year), based on an approximate 20% usage of the coupons, making the total program cost about $160,000, which would increase or decrease depending coupon usage, postage and other costs.
### Spring/Fall Clean-up Bins

#### Option 1:

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>2015 (Estimated)</th>
<th>2016 (Estimated)</th>
<th>2017 (Estimated)</th>
<th>2018 (Estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coupon Program</td>
<td>$20,000</td>
<td>$21,000</td>
<td>$22,000</td>
<td>$23,000</td>
</tr>
<tr>
<td>Clean-up Bins</td>
<td>$90,000</td>
<td>$55,000</td>
<td>$55,000</td>
<td>$0</td>
</tr>
<tr>
<td>Waived Tipping Fees - Bins</td>
<td>$27,000</td>
<td>$16,000</td>
<td>$16,000</td>
<td>$0</td>
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<tr>
<td>Waived Tipping Fees - Coupons</td>
<td>$140,000</td>
<td>$145,000</td>
<td>$150,000</td>
<td>$155,000</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$277,000</strong></td>
<td><strong>$237,000</strong></td>
<td><strong>$243,000</strong></td>
<td><strong>$178,000</strong></td>
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<tr>
<td>Residential Tax Rate</td>
<td>0.013</td>
<td>0.0111</td>
<td>0.0114</td>
<td>0.0083</td>
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</table>

#### Option 2:

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>2015 (Estimated)</th>
<th>2016 (Estimated)</th>
<th>2017 (Estimated)</th>
<th>2018 (Estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coupon Program</td>
<td>$20,000</td>
<td>$21,000</td>
<td>$22,000</td>
<td>$23,000</td>
</tr>
<tr>
<td>Clean-up Bins</td>
<td>$90,000</td>
<td>$55,000</td>
<td>$55,000</td>
<td>$0</td>
</tr>
<tr>
<td>Tier 2 Clean-up Bins</td>
<td>$0</td>
<td>$36,000</td>
<td>$36,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>Waived Tipping Fees - Bins</td>
<td>$27,000</td>
<td>$29,000</td>
<td>$29,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>Waived Tipping Fees - Coupons</td>
<td>$140,000</td>
<td>$145,000</td>
<td>$150,000</td>
<td>$155,000</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$277,000</strong></td>
<td><strong>$286,000</strong></td>
<td><strong>$292,000</strong></td>
<td><strong>$275,000</strong></td>
</tr>
<tr>
<td>Residential Tax Rate</td>
<td>0.013</td>
<td>0.0134</td>
<td>0.0137</td>
<td>0.0129</td>
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</tbody>
</table>

#### Option 3:

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>2015 (Estimated)</th>
<th>2016 (Estimated)</th>
<th>2017 (Estimated)</th>
<th>2018 (Estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coupon Program</td>
<td>$20,000</td>
<td>$21,000</td>
<td>$22,000</td>
<td>$23,000</td>
</tr>
<tr>
<td>Clean-up Bins</td>
<td>$90,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Waived Tipping Fees - Bins</td>
<td>$27,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Waived Tipping Fees - Coupons</td>
<td>$140,000</td>
<td>$145,000</td>
<td>$150,000</td>
<td>$155,000</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$277,000</strong></td>
<td><strong>$166,000</strong></td>
<td><strong>$172,000</strong></td>
<td><strong>$178,000</strong></td>
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<tr>
<td>Residential Tax Rate</td>
<td>0.013</td>
<td>0.0078</td>
<td>0.0081</td>
<td>0.0083</td>
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</table>

#### Option 4:

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<tr>
<th>Cost Item</th>
<th>2015 (Actual)</th>
<th>2016 (Estimated)</th>
<th>2017 (Estimated)</th>
<th>2018 (Estimated)</th>
</tr>
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<tr>
<td>Coupon Program</td>
<td>$18,699</td>
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<tr>
<td>Clean-up Bins</td>
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<td>$0</td>
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<td>Waived Tipping Fees - Bins</td>
<td>$13,201</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Waived Tipping Fees - Coupons</td>
<td>$140,000</td>
<td>$145,000</td>
<td>$150,000</td>
<td>$155,000</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$217,358</strong></td>
<td><strong>$166,000</strong></td>
<td><strong>$172,000</strong></td>
<td><strong>$178,000</strong></td>
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<td>Residential Tax Rate</td>
<td>0.0102</td>
<td>0.0078</td>
<td>0.0081</td>
<td>0.0083</td>
</tr>
</tbody>
</table>
STRATEGIC PLAN RELEVANCE:
None

FINANCIAL CONSIDERATION(S):
Per the attached options in this report.

COMMUNICATIONS CONSIDERATION(S):
Depending on the option selected, public outreach will be conducted through the appropriate media outlets to advise of any changes to the clean-up program.

OTHER CONSIDERATION(S):
None
### Coupon Usage Statistics

<table>
<thead>
<tr>
<th></th>
<th>1-May-14</th>
<th>30-Apr-15</th>
<th>Total Returned</th>
<th>Total Resent Out</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2014/2015</strong></td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Total Mail-Out</th>
<th>Total Coupons</th>
<th>Percent Used</th>
<th>Coupons Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total #206 - Dawson Creek</td>
<td>4,195</td>
<td>16,780</td>
<td>27.43%</td>
<td>4,603</td>
</tr>
<tr>
<td>Total #333 - Hudson’s Hope</td>
<td>477</td>
<td>1,908</td>
<td>1.94%</td>
<td>37</td>
</tr>
<tr>
<td>Total #343 - Tumbler Ridge</td>
<td>1,554</td>
<td>6,216</td>
<td>1.67%</td>
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</tr>
<tr>
<td>Total #420 - Fort St. John</td>
<td>6,210</td>
<td>24,840</td>
<td>17.74%</td>
<td>4,407</td>
</tr>
<tr>
<td>Total #514 - Chetwynd</td>
<td>876</td>
<td>3,504</td>
<td>18.84%</td>
<td>660</td>
</tr>
<tr>
<td>Total #561 - Pouce Coupe</td>
<td>323</td>
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<tr>
<td>Total #577 - Taylor</td>
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<td>2,164</td>
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<tr>
<td>Total #759 - South Peace</td>
<td>3,780</td>
<td>15,120</td>
<td>22.14%</td>
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<tr>
<td>Total #760 - North Peace</td>
<td>4,404</td>
<td>17,616</td>
<td>19.76%</td>
<td>3,481</td>
</tr>
</tbody>
</table>

**Total Used** 22,360 89,440 19.35% 17,306