



PEACE RIVER REGIONAL DISTRICT

Project Book 2017

diverse. vast. abundant.

Adopted 23 March 2017

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<p>Project Description</p>	<p>Records Assessment Project</p> <p>A standard filing system across all PRRD departments will improve the ability of the administrative support team to locate and produce records across all facets of the organization. Standardization of records management practices will also assist with FOIPPA compliance and storage space limitations.</p> <ol style="list-style-type: none"> 1. Determine appropriate methods and resources to meet the requirements based on the recommendations from the records management assessment conducted in 2016. 2. Develop work plans as required to address gaps, starting with identification of a Records Classification and Retention Schedule to be applied to electronic and physical records. 			
<p>Project Budget</p>	<p>\$27,500.00</p>			
<p>Project Lead</p>	<p>Corporate Officer</p>			
<p>Department(s), functions, commissions, advisory groups</p>	<p>Corporate/Legislative Services Senior Management Team Staff</p>			
<p>Bylaw, motion or approved plan</p>	<p>Completing an assessment and plan to close gaps in PRRD corporate records management system is included in the Corporate/Legislative Services annual performance plan.</p>			
<p>How does the project link to the strategic plan?</p>	<p><i>4 Organizational Strength and Capacity</i></p> <p><i>4.1 Human resources</i></p> <p><i>4.1.1 Enhance internal systems</i></p>			
<p>Time Line</p>	<p>2017-2018</p>			
<p>2017</p>	<p>Q1 – Review available options for RCRS systems.</p>	<p>Q2 – Select preferred RCRS system.</p>	<p>Q3 Staff training (consultant req'd) to ready staff for transition to new system</p>	<p>Q4 – Electronic Records Cleanup (using consultant and IT staff) in anticipation of 2018 go live date with new RCRS</p>

Decision Process	The CAO will be kept apprised of the implementation of the standard filing system.	
Engagement Level(s)	<p>Informed</p> <p>Involve</p>	<p>Staff will be informed through the developed communication plan about the project.</p> <p>Staff will be involved in the process to identify issues and concerns directly related to incorporating the standard filing system.</p>
Engagement Plan	An internal engagement plan will be developed to ensure engagement with staff in all departments, and support from IT.	
Communications Plan	An internal communication plan will be developed to keep staff informed on implementation expectations, training and how the new system works.	



Board Meeting Broadcasting

Admin 01-2-1200-406

Project Description	<p>External Communications- Broadcasting</p> <p>Options will be explored to broadcast Board meetings to increase understanding of the role of regional government in the lives of citizens and stakeholders.</p>			
Project Budget	\$10,000			
Project Lead(s)	<p>Corporate Officer</p> <p>Communications Manager</p>			
Department(s), commissions, advisory groups	Communications & IT Department			
Bylaw, motion or approved plan	<p>16/11/07 "That the Peace River Regional District 2017–2020 Communication Plan Strategy, as presented, be approved;"</p> <p>2016-2020 GOAL 1: Increase the understanding of PRRD business and services</p> <p>1.1 Foster an understanding of the role of a regional government in the lives of citizens and stakeholders.</p>			
How does the project link to the strategic plan?	It links to all objectives of the strategic plan.			
Time Line	2017			
2017	<p>Q1</p> <p>Research options for broadcasting the Board meeting.</p>	<p>Q2</p> <p>Present options to Board for a decision.</p>	<p>Q3</p> <p>RFP process.</p> <p>Contract award.</p> <p>Board and staff training on the system.</p>	<p>Q4</p> <p>Installation and implementation of system.</p>

Decision Process	The Board will make the decision about the broadcasting system, to award the contract and any budget considerations.	
Engagement Level(s)	Inform	This tool will inform the public of the decisions made at the Board through a broadcasting medium.
Engagement Plan	Engage externally through the system once it is implemented.	
Communications Plan	A communications plan will be developed to inform the public of the broadcasting system.	



Corporate Network Strategy ISP (Information Systems Plan)

Admin- 01-2-1210-391

Project Description	All departments and functions of the PRRD depend on an up to date corporate computer network. This also supports requirements for transparency, accessibility and efficiency of providing publicly available records and information.			
Project Budget	\$65,000 This was budgeted in 2016 but not undertaken due to difficulties recruiting an IT Manager. Funding will be from 2016 surplus. No new funding required in 2017. (new IT Manager starting Jan 2017)			
Project Lead	IT Manager (to be determined if performed fully by consultant or in-house by IT Manager, or with partial consultant services)			
Department(s), functions, commissions, advisory groups	All departments will be involved			
Bylaw, motion or approved plan	N/A			
How does the project link to the strategic plan?	<i>4. Organizational Strength and Capacity Objective 4.1.1 Enhance Internal Systems</i>			
Time Line	2017			
2017	Q1 Approved budget	Q2 RFP (as needed)	Q3 Final	Q4
Decision Process	Review and adopt final strategy			

Engagement Level(s)	Consult Collaboration	Consult with Managers and staff. Communications plan collaboration to consider options for using computer network services to enhance/facilitate communications objectives. Also links with Records Management project.
Communications Plan	An internal communications plan will be developed and disseminated throughout the process.	

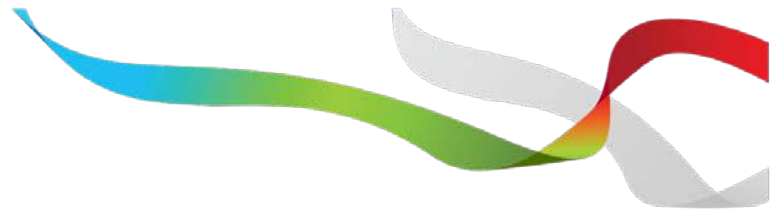


Corporate Network Hardware & Infrastructure Upgrade

Admin- 01-2-1210-391

<p>Project Description</p>	<p>All departments and functions of the PRRD depend on an up to date corporate computer network. The current equipment and infrastructure is 7 years old. Full coverage warranties expired after 5 years. We are beginning to experience some failures of the major network equipment. A standard replacement schedule for major network equipment is 5 years.</p> <p>Equipment condition will be assessed and subject to the findings of the Corporate Network Strategy ISP (Information Systems Plan), network equipment and infrastructure will be upgrade as needed to suit corporate needs for the next 5 years.</p>			
<p>Project Budget</p>	<p>\$200,000 (funding from capital reserves; no additional requisition necessary in 2017; equipment and installation costs in 2010 were \$198, 500)</p>			
<p>Project Lead</p>	<p>IT Manager</p>			
<p>Department(s), functions, commissions, advisory groups</p>	<p>All departments will be involved</p>			
<p>Bylaw, motion or approved plan</p>	<p>N/A</p>			
<p>How does the project link to the strategic plan?</p>	<p><i>4. Organizational Strength and Capacity Objective 4.1.1 Enhance Internal Systems</i></p>			
<p>Time Line</p>	<p>2017</p>			
<p>2017</p>	<p>Q1 Network condition assessment</p>	<p>Q2 Minor incremental upgrades as necessary</p>	<p>Q3 Ordering new equipment as ID by ISP</p>	<p>Q4 Install new equipment</p>

Decision Process	Regional Board kept informed of status and costs on a regular basis. All purchasing according to Purchasing Policy	
Engagement Level(s)	Consult Collaboration	Consult with managers, staff and network contractor.
Communications	An internal communications plan will be developed to communicate with staff.	



Purchase of a Utility Terrain Vehicle Wildfire Unit

Charlie Lake Fire Department– 01-2-2410-390

<p>Project</p>	<p>Charlie Lake’s Fire Service provides fire service to the Charlie Lake Fire Protection Service Area including wildfire response within the service area. Some of these wildfires occur in areas that are not easily accessed with standard fire apparatus. The UTV Unit would give the department greater ability to respond to fire starts and deal with them before they spread and become major incidents.</p> <p>During the 2016 wildfires a UTV would have been an asset to the firefighting efforts as most of the fires were in back yards and required running hose lines from a driveway.</p> <p>The proposed UTV unit will:</p> <ul style="list-style-type: none"> • be supplied with a water tank and pump with foam capability allowing the department to quickly respond to wildfires in the service area that are normally inaccessible to other apparatus; • have the ability to shuttle firefighters and equipment out into fields and brush areas; and • have the ability to carry a stretcher allowing for the quick removal of an injured firefighter to medical aid. <p>UTV</p> <p>The Polaris Ranger 6x6 is the recommended unit. The combined weight of a skid unit, water, foam and equipment will be more than 1000 pounds, to accommodate the weight an extra set of wheels on the rear differential helps to limit the vehicle sinking in soft ground.</p> <p>The UTV will be outfitted with a CET Skeeter wildland firefighting skid unit which has a 75 gal water tank, a 5 gal foam tank and a 50’ reel of hose.</p> <p>A trailer will be required to tow the unit. The trailer will be suitable for the weight of the UTV, equipment, water, and will allow for easy loading and offloading via a full back ramp.</p>
<p>Project Budget</p>	<p>\$45,000</p>
<p>Project Lead</p>	<p>Dan Ross, Fire Chief, Charlie Lake Fire Department</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Community & Electoral Area Services; Charlie Lake Fire</p>

Bylaw, motion or approved plan	Review completed with Electoral Area C Director			
How does the project link to the strategic plan?	none			
Time Line 2016	Q1	Q2 <i>Order UTV</i>	Q3 <i>Delivery of UTV</i>	Q4
Decision Process	Subject to Board approval of 2017 Budget.			
Engagement Level(s)	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	N/A		
Engagement Plan	N/A			
Communications Plan	N/A			



Purchase of New Water Tanker by Dawson Creek Fire

Community & Electoral Area Services: Dawson Creek/Pouce Coupe Fire 2412-390

(Carryover from 2016)

Project	The PRRD owns two fire apparatus (engine and water tender (aka tanker)) that are located in and used by the City of Dawson Creek. These apparatus were purchased by the PRRD to ensure that the Dawson Creek Fire Department had the required water and pumping capability to effectively provide fire service to the rural residents of their fire protection area. Dawson Creek’s water tanker was purchased in 1996 and the engine in 2007. Based on the requirements of the Fire Underwriters insurance grading policy, an apparatus over the age of 20 years will not be considered in the determination of insurance ratings. An apparatus over 20 years of age may be considered if it undergoes yearly testing to prove it meets response and pumping requirements. The tanker currently in use in Dawson Creek will be purchased from the service area for the depreciated value of approximately \$7,500. The tender will be moved to Charlie Lake to replace their 29 year old tender and will undergo annual testing until replaced.
Project Budget	\$450,000 from capital reserves for the function; Note that this is likely a 2 year project as it may take approximately 1 year before the vehicle can be delivered.
Project Lead	Trish Morgan, GM of Community & Electoral Area Services; Deborah, Protective Services Manager
Department(s), functions, commissions, advisory groups	Community & Electoral Area Services; Dawson Creek/Pouce Coupe Rural Fire
Bylaw, motion or approved plan	<p>February 11, 2016 Board Meeting:</p> <p>That the Board authorize:</p> <ol style="list-style-type: none"> 1) the capital purchase of a new water tender up to \$450,000 from reserves, to be used by the City of Dawson Creek Fire Department in its delivery of Fire Protection to the PRRD and the City of Dawson Creek; and 2) the new tender shall be capable of carrying a minimum of 2,000 gallons of water to allow sufficient water shuttle capabilities to the rural areas; and 3) the current tender at Dawson Creek Fire be transferred to Charlie Lake Fire and that the depreciated value be reimbursed by the Charlie Lake Fire Protection Area to the Dawson Creek Rural Fire Protection Area capital reserve.

How does the project link to the strategic plan?	None	
Time Line 2016	<p>2016 Q3-Q4: A tender for the construction of the new tanker will be issued and a report was brought to the Board to award a contract for the new tanker.</p> <p>2017 Q3 or Q4: the PRRD will receive delivery of the tanker and final payment will be due.</p>	
Decision Process	Board authorized to award contract to Hub Fire Engines & Equipment Ltd for \$432,359 plus taxes at the December 9, 2016 meeting.	
Engagement Level(s)	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	The PRRD collaborated with the City of Dawson Creek's Fire Chief in the development, tendering and selection of the successful bidder.
Engagement Plan	Not applicable	
Communications Plan	Not applicable	



Examination of 911 PSAP & Fire Dispatch SSAP Service Provider Options

Community & Electoral Area Services 01-2-2500-478

Project	<p>In 2016 the Board examined options for the delivery of 911 Primary Safety Answer Point (PSAP) and Fire Dispatch Secondary Safety Answer Point (SSAP) services. In September 2016, the Board authorized entering into contract with E-Comm for the provision of 911 services. In January 2017 the Board provided final authorization to enter into contract with the North Island 911 Corporation for the provision of fire dispatch services.</p> <p>In 2017, staff will work with each of the providers and stakeholders to ensure a smooth transition.</p>
Project Budget	<p>\$100,000 for transition fees - \$25,000 for an interface between NI911’s computer aided dispatch system and Fort St John’s records management system plus additional funds for one time transition requirements (i.e., re-numbering of vehicles, etc.)</p>
Project Lead	<p>Trish Morgan, GM of Community & Electoral Area Services; Deborah Jones-Middleton, Protective Services Manager</p>
Department(s), functions, commissions, advisory groups	<p>Community & Electoral Area Services; 911 Emergency Communications Function</p>
Bylaw, motion or approved plan	<p>911 – October 13, 2016 Meeting: <i>That a 5 year agreement be entered into with E-Comm for the provision of 9-1-1 Primary Safety Answer Point services based on the annual pricing model provided in their proposal and an agreement be brought back to the Board for final authorization.</i></p> <p>Fire Dispatch – January 12, 2017 Meeting: <i>That the following resolution released from the Closed Board Meeting on December 9, 2016, be confirmed in the open Board meeting:</i></p> <p><i>“That the Board support entering into a 5 year agreement with The North Island 9-1-1 Corporation for the provision of fire dispatch services for the entire region for an estimated five year cost of \$635,477.”</i></p>
How does the project link to the strategic plan?	<p>1.2 The PRRD will provide cost effective access to protective and emergency services including 911 call services by 2018 to its residents.</p> <p>1.2.2 Enhance the delivery of fire dispatch in the Region.</p>

<p>Time Line 2016</p>	<p>Q1</p> <p><i>911: Board provide authorization to sign agreement with E-Comm</i></p> <p><i>Fire Dispatch: Board provide authorization to sign agreement with NI911; NI911 meet directly with all fire departments in region</i></p>	<p>Q2</p> <p><i>911 – Service implemented in May 2017</i></p>	<p>Q3</p>	<p>Q4</p> <p><i>Fire Dispatch – Service implemented in October 2017</i></p>
<p>Decision Process</p>	<p>See above</p>			
<p>Engagement Level(s)</p>	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	<p>The public will be informed of the decision of the Board. Stakeholders may be engaged at the Board’s direction.</p>		
<p>Engagement Plan</p>	<p>There will be no public engagement.</p>			
<p>Communications Plan</p>	<p>A communications plan will be developed to inform the public and stakeholders of the changes to 911 and fire dispatch.</p>			



Flood Risk Management ‘National Disaster Mitigation Program’

Community & Electoral Area Services: Emergency Management – 2510-241

<p>Project</p>	<p>The Government of Canada is offering a \$200 million funding opportunity through the ‘National Disaster Mitigation Program’ (NDMP) to the provinces and territories. The objective of the NDMP is to reduce the impacts of natural disasters on Canadians by focusing investments on significant, recurring flood risks and costs.</p> <p>The NDMP funds may be provided for the following types of mitigation projects:</p> <ul style="list-style-type: none"> ➤ new projects or existing projects that have been developed but have not been identified for funding; and ➤ non-structural or small scale structural mitigation projects. <p>The NDMP is a merit-based program consisting of four project streams:</p> <ul style="list-style-type: none"> ➤ Risk Assessments (Stream 1); ➤ Flood Mapping (Stream 2); ➤ Mitigation Planning (Stream 3); and ➤ Investments in Non-Structural and Small Scale Structural Mitigation Projects (Stream 4). <p>If the project is approved, the cost of the project is shared by the federal and provincial government equally and funding would be made available for 2018.</p> <p>The Peace River Regional District may have an opportunity to access these funds to do a ‘Risk Assessment (Stream 1) of the streams causing risk to residents, by submitting a comprehensive application to the Province of BC by July 30, 2017. The application process requires technical information that staff are unable to provide, however DWB Consulting Services Ltd., the firm that is managing the current ‘Stream Rehabilitation’ project, would be able to assist staff in the application process.</p>
<p>Project Budget</p>	<p>\$60,000 to make application to the National Disaster Mitigation Program to conduct a risk assessment in the South Peace, where risk assessments have not yet been conducted (i.e., Dawson Creek fringe area, Upper Cutbank, Tupper, Tomslake, Kelly Lake)</p>
<p>Project Lead</p>	<p>Trish Morgan, GM of Community & Electoral Area Services; Deborah Jones-Middleton, Protective Services Manager</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Community & Electoral Area Services; Emergency Management Function</p>
<p>Bylaw, motion or approved plan</p>	<p>PRRD Emergency Program Directive: <i>“Conduct flood inundation and terrain mapping for vulnerable areas.”</i></p>

How does the project link to the strategic plan?	<i>none</i>			
Time Line 2016	Q1	Q2 <i>Staff will engage the services of a consultant to assist in preparing the information required for the grant application: Grant application submitted in July 2017</i>	Q3	Q4
Decision Process	A final report will come forward for both the Emergency Executive Committee and Board's consideration with recommendations on next steps.			
Engagement Level(s)	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	The public will be informed that the PRRD intends to apply for the grant. If successful the public will be consulted in the development of the assessment in 2018 should the PRRD be successful in obtaining the grant.		
Engagement Plan	A public engagement plan will be developed as part of the scope of work for the consultant.			
Communications Plan	A communications plan will not be developed unless the PRRD is successful in obtaining the grant.			



Regional Emergency Management Feasibility Study

Emergency Management – 01-2-2510-272

Project	<p>After the flooding in 2011 and more recently after both wildfires and floods in 2016, it has become apparent that the Regional District, member municipalities and First Nations need to start discussions on how we can work more cooperatively during an emergency or disaster. While all organizations are generally willing to assist each other, different levels of assistance take a toll on staff resources. Additionally when multiple EOC are operating, they are often competing for finite resources from the Province or business (i.e., use of geotechnical consultants).</p> <p>A regional emergency management feasibility study will help to examine the different models that exist for creating partnerships or mutual aid agreements, define roles and responsibilities and ways in which all partners will be supported during an emergency or disaster.</p>			
Project Budget	\$25,000			
Project Lead	Trish Morgan, GM of Community & Electoral Area Services; Deborah Jones-Middleton, Protective Services Manager			
Department(s), functions, commissions, advisory groups	Community & Electoral Area Services; Emergency Management Function			
Bylaw, motion or approved plan	PRRD Emergency Program Directive: <i>“Identify actions that can be taken to effectively unite emergency management on a regional basis between the PRRD, member municipalities and First Nations.”</i>			
How does the project link to the strategic plan?	none			
Time Line 2016	Q1	Q2 <i>Draft scope of work to be considered by member municipalities and First Nations</i>	Q3 <i>Meet with member municipalities to discuss purpose of project, determine interest in participating, a review draft scope</i>	Q4 <i>Award contract to consultant and start work on project</i>

			<i>of work for project;</i> <i>Issue RFP for consultant to facilitate project</i>	
Decision Process	A final report will come forward for both the Emergency Executive Committee and Board's consideration with recommendations on next steps.			
Engagement Level(s)	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	The PRRD will collaborate with member municipalities and First Nations communities in order to determine a process and system that will work for all organizations.		
Engagement Plan	An engagement plan will be developed as part of the scope of work for the consultant.			
Communications Plan	A communications plan will be developed to assist in engaging the public and communicating the scope and purpose of the study.			



Mass Communications Software Flood Risk Management

Emergency Management – 01-2-2510-280

<p>Project</p>	<p>Following the flooding this last summer, the Emergency Executive Committee made the following resolution at the June 21, 2016 meeting:</p> <p><i>“That staff be authorized to research the availability and cost of leveraging technology to assist in communications and information gathering.”</i></p> <p>Mass Communication Software provides an opportunity for direct contact with residents at risk in an emergency as well as public meeting notifications, and general information distribution. The programs allows residents to sign up, identifying their residential, work, and school locations, provide telephone numbers and/or email to receive notifications on their chosen devices, via voice, text, or email. During an emergency this software can be very useful in assisting staff in providing public information directly to affected residents.</p> <p>This software could be shared with member municipalities as well as be used by other regional district services which could reduce the cost to the Emergency Planning Service.</p> <p>Staff have already received a quote from Everbridge and are endeavoring to get a quote from other companies that also provide similar applications.</p>
<p>Project Budget</p>	<p>\$22,000</p>
<p>Project Lead</p>	<p>Deborah Jones-Middleton, Protective Services Manager with assistance from Fran Haughian, Communications Manager; Trevor Ouellette, IT Manager; Aden Fulford, GIS Coordinator; Jill Rickert, Community Services Coordinator</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Community & Electoral Area Services; Emergency Management Function</p>
<p>Bylaw, motion or approved plan</p>	<p>Emergency Executive Committee made the following resolution at the June 21, 2016 meeting:</p> <p><i>“That staff be authorized to research the availability and cost of leveraging technology to assist in communications and information gathering.”</i></p>
<p>How does the project link to the strategic plan?</p>	<p>none</p>

Time Line 2016	Q1	Q2 <i>Examination of comparable applications; recommendation to EEC; consult with member municipalities on options</i>	Q3 <i>Enter into contract & start test and training of application</i>	Q4
Decision Process	A final report will come forward for both the Emergency Executive Committee and Board's consideration with recommendations on next steps.			
Engagement Level(s)	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	Once a preferred option is selected and at the direction of the Board, staff will consult with member municipalities to determine if there is desire to partner.		
Engagement Plan	None			
Communications Plan	If an application is chosen for use by the Regional District, an engagement plan will be developed to encourage residents to sign up.			



Waste Composition Audit 2017/2018

Solid Waste 01-2-4300-252



<p>Project</p>	<p>The Solid Waste Management Plan identified that a waste composition audit would assist the Board in gaining accurate information to support future waste diversion programming and to track the success of existing programs.</p> <p>A waste composition audit is a waste composition study, conducted by a third party. The aim of the Waste Composition Study is to gather information about the amounts and types of waste that is generated and arrive at the Regional Districts landfills for disposal.</p> <p>The Audit will be designed to determine the “net waste diversion potential” by manually separating and categorizing representative loads of waste from residential and commercial sources that arrive at each landfill. The samples will then be organized by material, which will reveal exactly how much can be diverted from the landfills. The resulting data will provide direction to Staff, the Plan Monitoring and Steering Committee, and the Regional Board as to where to focus future diversion strategies.</p> <p>The project will take place over a year, with sampling periods in each season, allowing for seasonal variation to be examined. During each sampling period, an audit will take place at each landfill in consecutive order, with sorting being conducted by the company’s field staff. There will be approximately 30-52 100kg samples collected and then sorted between all landfills over an 8-9 day period.</p>
<p>Project Budget</p>	<p>\$128,000 (includes 5% contingency)</p>
<p>Project Lead</p>	<p>Loryn Day</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services (Solid Waste), PRRD</p>
<p>Bylaw, motion or approved plan</p>	<p>Solid Waste Management Plan (SWMP) Approved in 2009</p> <p>Phase 1 Goals Conducting a Waste Composition Study is identified as a program to support Objective 1 – Establish Baseline Set of Practices</p> <p>RD/16/10/17 (27)</p> <p>MOVED Director Rose, SECONDED Director Bumstead, That staff be authorized to issue a Waste Composition Study Request for Proposal, to be conducted at Regional District landfills, to establish a baseline understanding of the solid waste stream composition, identify major avenues for waste diversion and reduction, set a benchmark for comparison with future audits, provide insight into the portion of the overall community waste stream not deposited at landfills and measure success of the various stewardship programs.</p>

	RD/16/10/18 (27) MOVED Director Rose, SECONDED Director Fraser, That the Chief Financial Officer be directed to include the Waste Composition Study as a budget line item in the 2017 Annual Financial Plan. CARRIED			
How does the project link to the strategic plan?	Current Essential Service Solid Waste Management			
Time Line	2017 and 2018			
2017	Q1 – Initiate project start up	Q2 – Spring sampling at all landfills	Q3 – Summer sampling at all landfills	Q4 – Fall sampling at all landfills
2018	Q1 – Winter sampling at all landfills			
Decision Process	Submit report to Board with recommendation for awarding consultant selected in Winter 2017. Board to approve cost of waste composition audit to be included in the 2017 Financial Plan.			
Engagement Level(s)	Inform	Provide project findings to the Board and public.		
Engagement Plan	N/A			
Communications Plan	A communications plan will be developed once the auditing is complete.			



Chetwynd Landfill Phase B Closure -Tender 2018

Solid Waste 01-2-4300-952

<p>Project</p>	<p>Commission design and engineering services for the Phase B closure at Chetwynd Landfill in accordance with the progressive closure plan previously submitted to Ministry of Environment, and in accordance with Section 7.2 of the provincial <i>Landfill Criteria for Municipal Solid Waste</i>, which requires the following:</p> <p><i>“Each area of the landfill footprint that has achieved final contours shall be closed within 365 days to provide for progressive closure of the landfill site.”</i></p> <p>It is expected that the landfill area to be closed will have achieved final contours in 2018, thus requiring closure construction in 2019. The engineering services will include design, delineation of the Phase B annex area, construction document preparation, construction tendering, and bid evaluation.</p>			
<p>Project Budget</p>	<p>\$134,000</p>			
<p>Project Lead</p>	<p>Phillip Kovacs</p>			
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services, Solid Waste Division, PRRD</p>			
<p>Bylaw, motion or approved plan</p>	<p>Year 2018 of 5-year capital plan.</p>			
<p>How does the project link to the strategic plan?</p>	<p>Current Essential Service Solid Waste Management</p>			
<p>Time Line</p>	<p>Completion in 2018</p>			
<p>2017</p>	<p>Q1:</p>	<p>Q2:</p>	<p>Q3:</p>	<p>Q4: Submit RFP for engineering services, consultant selection</p>
<p>2018</p>	<p>Q1: Delineation of the Phase B Annex</p>	<p>Q2: Complete design and construction</p>	<p>Q3: Initiate construction</p>	<p>Q4: Complete construction</p>

	closure area, initiate design and construction document preparation for Phase B closure	document preparation for Phase B closure	tendering for Phase B closure	tendering for Phase B closure and contractor selection
Decision Process	Submit report to Board with project's engineering estimate for approval prior to issuance of public tender in Fall of 2018. Board to approve cost of engineering design and development of construction tender to be included in the 2019 Financial Plan.			
Engagement Level(s)		N/A		
Engagement Plan	N/A			
Communications Plan	Update Board as requested.			



North Peace Regional Landfill GCCS Expansion 2017- 2018

Solid Waste 01-2-4300-988

<p>Project Name</p>	<p>The project is for the expansion of the gas collection and control system (GCCS) network at the North Peace Regional Landfill. The expansion of the GCCS will involve the installation of an additional ten (10) vertical landfill gas (LFG) extraction wells and conveyance piping along the northeastern portion of the landfill footprint. This project will increase the LFG collection rate and bring the Regional District further towards the goal for the beneficial use of LFG as well as increasing the sustainable operation of the GCCS. Project includes engineering services such as design, construction document preparation, construction tendering, bid evaluation, contract administration, and construction quality assurance (CQA) oversight/reporting.</p>			
<p>Project Budget</p>	<p>\$\$666,000 (including engineering, construction, and construction supervision) with \$150,000 to be spent in 2017 and \$516,000 to be spent in 2018</p>			
<p>Project Lead</p>	<p>Phillip Kovacs</p>			
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services (Solid Waste), PRRD</p>			
<p>Bylaw, motion or approved plan</p>	<p>Year 2017 and 2018 of 5-year capital plan.</p>			
<p>How does the project link to the strategic plan?</p>	<p>Continue to implement the 20-Year Solid Waste Management Plan starting in 2009. The increased rate of LFG collection will further reduce greenhouse gas emissions from the North Peace Regional Landfill and increase the viability for the option of beneficial use of LFG as a supplemental fuel source.</p>			
<p>Time Line</p>	<p>Completion in 2018</p>			
<p>2017</p>	<p>Q1:</p>	<p>Q2: Initiate design and construction document preparation, update LFG management plan</p>	<p>Q3: : Complete design, construction documents, initiate construction tendering</p>	<p>Q4: Complete construction tendering and contractor selection</p>
<p>2018</p>	<p>Q1</p>	<p>Q2: Initiate construction of GCCS expansion and</p>	<p>Q3: Complete construction of GCCS expansion,</p>	<p>Q4: Complete CQA report.</p>

		contract administration	contract administration.	
Decision Process	Submit report to Board with project's engineering estimate for approval prior to issuance of public tender in Fall of 2017. Board to approve cost of 2018 GCCS expansion construction to be included in the 2018 Financial Plan.			
Engagement Level(s)		N/A		
Engagement Plan	N/A			
Communications Plan	Update Board as requested.			



NP Regional Landfill LFG Utilization Infrastructure Engineering Services 2018

Solid Waste 01-2-4300-989

Project	<p>The project is for the engineering services associated with the design and construction of the infrastructure for the off-site utilization of landfill gas (LFG) collected at the North Peace Regional Landfill (NPRL) by a private utility provider. The infrastructure necessary for the pre-processing of the LFG to produce high-grade natural gas quality includes the use of a condenser, gas heat exchanger, fluidized bed reactor, and high pressure compressor for the removal of moisture, particulates, volatile organic compounds (VOCs), and sulphur compounds. This project will allow the Regional District to use LFG generated at the NPRL in a beneficial manner as a supplemental fuel source. The engineering services will include design, construction document preparation, construction tendering, and bid evaluation.</p>			
Project Budget	\$250,000			
Project Lead	Phillip Kovacs			
Department(s), functions, commissions, advisory groups	Environmental Services (Solid Waste), PRRD			
Bylaw, motion or approved plan	Year 2018 of 5-year capital plan.			
How does the project link to the strategic plan?	<p>Continue to implement the 20-Year Solid Waste Management Plan starting in 2009. The installation of the infrastructure necessary for the pre-processing of the LFG to natural gas quality will allow the LFG generated at the NPRL to be use beneficially as a supplemental fuel source.</p>			
Time Line	Completion of engineering services in 2018.			
2018	Q1: Initiate design and construction document preparation	Q2: Continue with design and construction document preparation	Q3: Complete design and construction documents, initiate construction tendering	Q4: Complete construction tendering and contractor selection
Decision Process	<p>Submit report to Board with project’s engineering estimate for approval prior to issuance of public tender in Fall of 2017. Board to approve cost of engineering design and development of construction tender to be included in the 2018 Financial Plan.</p>			

Engagement Level(s)		N/A
Engagement Plan	N/A	
Communications Plan	Update Board as requested.	

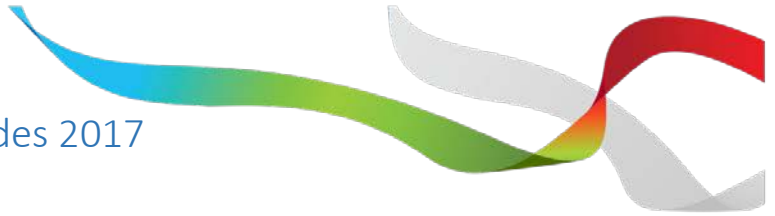


North Peace Regional Landfill LFG Utilization Infrastructure 2019

Solid Waste 01-2-4300-989

Project	The project is for the construction of the infrastructure for the off-site utilization of landfill gas (LFG) collected at the North Peace Regional Landfill (NPRL) by a private utility provider. The infrastructure necessary for the pre-processing of the LFG to produce high-grade natural gas quality includes the use of a condenser, gas heat exchanger, fluidized bed reactor, and high pressure compressor for the removal of moisture, particulates, volatile organic compounds (VOCs), and sulphur compounds. This project will allow the Regional District to use LFG generated at the NPRL in a beneficial manner as a supplemental fuel source.			
Project Budget	\$2,273,000 (includes engineering services for contract administration and construction quality assurance oversight/reporting)			
Project Lead	Phillip Kovacs			
Department(s), functions, commissions, advisory groups	Environmental Services (Solid Waste), PRRD			
Bylaw, motion or approved plan	Year 2019 of 5-year capital plan.			
How does the project link to the strategic plan?	Continue to implement the 20-Year Solid Waste Management Plan starting in 2009. The installation of the infrastructure necessary for the pre-processing of the LFG to natural gas quality will allow the LFG generated at the NPRL to be use beneficially as a supplemental fuel source.			
Time Line	Completion in 2019			
2019	Q1: N/A	Q2: Initiate construction of LFG utilization infrastructure, contract administration and CQA	Q3: Continue with construction of LFG utilization infrastructure, contract administration and CQA	Q4: Complete construction of LFG utilization infrastructure and CQA report

Decision Process	Submit report to Board with project's engineering estimate for approval prior to issuance of public tender in Fall of 2018. Board to approve cost of engineering design and development of construction tender to be included in the 2019 Financial Plan.	
Engagement Level(s)	Inform	Provide project overview through PRRD website and publications.
Engagement Plan	N/A	
Communications Plan	Update Board as requested.	



NP Regional Landfill Operational Upgrades 2017

Solid Waste 01-2-4300-954

Project	<p>As part of the North Peace Regional Landfill’s Design, Operations, & Closure Plan the Regional District is required to relocate the scale facility and transfer station further south on the landfill property and utilize the current area for landfilling. The project commenced in 2016 and will include the construction of the Transfer Station at the North Peace Regional Landfill, the construction of the associated Surface Water Ditches, a Road Network, a Composting Facility, and a Recycling Drop-off area. This will provide enhanced disposal, recycling and re-use options for the general public utilizing the site.</p>			
Project Budget	<p>\$1,922,000 (Includes construction and engineering supervision) to complete the project.</p>			
Project Lead	<p>Phil Kovacs/Paulo Eichelberger</p>			
Department(s), functions, commissions, advisory groups	<p>Environmental Services (Solid Waste), PRRD Communications</p>			
Bylaw, motion or approved plan	<p>RD/15/11/12 (26) MOVED Director Goodings, SECONDED Director Johansson, a) That North Peace Regional Landfill Operational Upgrades Contract #15-2015 be awarded to Lindberg Construction Inc. in the amount of \$4,491,132.90 excluding GST; and b) That the Chair and Chief Administrative Officer be authorized to sign the Contract on behalf of the Regional District; and c) That the Contract price be included as an expenditure in the 2016 Financial Plan. CARRIED.</p>			
How does the project link to the strategic plan?	<p>Continue to implement the 20-Year Solid Waste Management Plan starting in 2009 to divert waste from landfills. Reduce the amount of solid waste going into landfills through recycling by 30-40%.</p>			
Time Line	<p>Completion in 2017.</p>			
2017	Q1:	Q2: Resume construction	Q3: Construction completed, public information campaign, grand opening	Q4: CQA report completed
Decision Process	<p>Contract was awarded by the Board to Lindberg Construction on November 26, 2015. Construction began in April 2016.</p>			

Engagement Level(s)	Inform	Inform public towards end of project as to opening of new Landfill entrance
Engagement Plan	N/A	
Communications Plan	A public information campaign will be developed in Q3.	



North Peace Regional Landfill Phase 1 Closure 2019

Solid Waste 0111-2-4300-954

<p>Project</p>	<p>Construct Phase 1 closure cover at North Peace Regional Landfill (NPRL) in accordance with the progressive closure plan previously submitted to Ministry of Environment, and in accordance with Section 7.2 of the provincial <i>Landfill Criteria for Municipal Solid Waste</i>, which requires the following:</p> <p><i>“Each area of the landfill footprint that has achieved final contours shall be closed within 365 days to provide for progressive closure of the landfill site.”</i></p> <p>It is expected that the landfill area to be closed will have achieved final contours in 2018, thus requiring closure construction in 2019.</p>			
<p>Project Budget</p>	<p>\$1,417,000 (includes construction, contract administration, and construction quality assurance [CQA] oversight/reporting).</p>			
<p>Project Lead</p>	<p>Phillip Kovacs</p>			
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services, Solid Waste Division, PRRD</p>			
<p>Bylaw, motion or approved plan</p>	<p>Year 2019 of 5-year capital plan.</p>			
<p>How does the project link to the strategic plan?</p>	<p>Current Essential Service Solid Waste Management</p>			
<p>Time Line</p>	<p>Completion in 2019</p>			
<p>2018</p>	<p>Q1:</p>	<p>Q2: Annual aerial survey of NPRL and update of Phase 1 remaining capacity estimate</p>	<p>Q3:</p>	<p>Q4:</p>
<p>2019</p>	<p>Q1: N/A</p>	<p>Q2: Initiate construction of Phase 1 closure cover</p>	<p>Q3: Complete construction of Phase 1 closure cover</p>	<p>Q4: Complete CQA report</p>

Decision Process	Submit report to Board with project’s engineering estimate for approval prior to issuance of public tender in Fall of 2018. Board to approve cost of Phase 1 closure construction to be included in the 2019 Financial Plan.	
Engagement Level(s)	Inform	Provide project overview in year of closure construction (2019) on PRRD website and in PRRD publications.
Engagement Plan		
Communications Plan	Update Board as requested.	



NP Regional Landfill Phase 1 Closure Engineering Services 2018

Solid Waste 01-2-4300-954

<p>Project</p>	<p>Commission design and engineering services for the Phase 1 closure at North Peace Regional Landfill in accordance with the progressive closure plan previously submitted to Ministry of Environment, and in accordance with Section 7.2 of the provincial <i>Landfill Criteria for Municipal Solid Waste</i>, which requires the following:</p> <p><i>“Each area of the landfill footprint that has achieved final contours shall be closed within 365 days to provide for progressive closure of the landfill site.”</i></p> <p>It is expected that the landfill area to be closed will have achieved final contours in 2018, thus requiring closure construction in 2019. The engineering services will include design and modeling, construction document preparation, construction tendering, and bid evaluation.</p>			
<p>Project Budget</p>	<p>Currently estimated at \$78,000</p>			
<p>Project Lead</p>	<p>Phillip Kovacs</p>			
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services, Solid Waste Division, PRRD</p>			
<p>Bylaw, motion or approved plan</p>	<p>Year 2018 of 5-year capital plan.</p>			
<p>How does the project link to the strategic plan?</p>	<p>Current Essential Service Solid Waste Management</p>			
<p>Time Line</p>	<p>2018</p>			
<p>2018</p>	<p>Q1: Initiate design and construction document preparation for Phase 1 closure</p>	<p>Q2: Complete design and construction document preparation for Phase 1 closure</p>	<p>Q3: Initiate construction tendering for Phase 1 closure</p>	<p>Q4: Complete construction tendering for Phase 1 closure and contractor selection</p>

Decision Process	Submit report to Board with project's engineering estimate for approval prior to issuance of public tender in Fall of 2017. Board to approve cost of engineering design and development of construction tender to be included in the 2018 Financial Plan.	
Engagement Level(s)		N/A
Engagement Plan	N/A	
Communications Plan	Update Board as requested.	



Waste Transfer Station Upgrade/Construction 2018-2019

Solid Waste 01-2-4300-958

Project	<p>Construction of five remaining manned waste transfer stations to complete the PRRD’s Solid Waste Management Plan goal of upgrading existing waste transfer station (TS) infrastructure and decommission the existing unmanned sites. Replacement of attendant building for the Hudson Hope TS.</p> <p>Background: One of the primary goals of the Solid Waste Management Plan (SWMP) is to upgrade the existing transfer station system to offer more services, like recycling, more drop-off options for yard waste, metals, wood, bulky waste, etc. The new transfer station system is designed to be built upon to provide these options as well as implementing a system for reuse in the form of “share sheds”. By upgrading to this system, the District is able to provide a more standardized service to the public which does not exist with the current unmanned sites. These unmanned sites are prone to illegal dumping and offer no options for waste diversion.</p> <p>Current Status: 12 manned stations have been constructed since 2012. The project’s last phase involves construction of 5 remaining transfer stations in the Groundbirch area, Hasler Flats, Lebell, Lone Prairie and the Doig Creek/Milligan area.</p>
Project Budget	Estimated at \$3,250,000 with \$425,000 in 2018 and \$2,825,000 in 2019 (includes engineering, construction, construction quality assurance [CQA] oversight/reporting)
Project Lead	Paulo Eichelberger
Department(s), functions, commissions, advisory groups	<p>Environmental Services (Solid Waste), PRRD</p> <p>Communications</p>
Bylaw, motion or approved plan	<p>RD/15/09/18 (17)</p> <p>MOVED Alternate Director Shuman, SECONDED Director Plowright, That the following recommendations from the September 17, 2015 meeting of the Committee of the Whole, be endorsed:</p> <p>Solid Waste Management Plan 2) That pre-planning and planning of Groundbirch, Hasler Flats, Doig Milligan and Lebell transfer stations proceed, and further; that construction not occur until the Board’s consideration of the results of the “Solid Waste Customer Satisfaction Survey” and recommendations from the Solid Waste Management Plan Monitoring and Advisory Technical Committee have taken place</p> <p>Note: Most recent resolutions for land tenure have not been finalized</p>

How does the project link to the strategic plan?	Continue to implement the 20-Year Solid Waste Management Plan starting in 2009 to divert waste from landfills. Reduce the amount of solid waste going into landfills through recycling by 30-40%.			
Time Line	2017-2018			
2018	Q1: Initiate Crown Land Tenure agreement for Lone Prairie TS site, continue with land selection process and public consultation for Doig Creek/Milligan TS and Lebell TS sites, initiate purchase of replacement scale attendant building for Hudson Hope TS	Q2: Complete Crown Land Tenure agreement for Lone Prairie TS site, initiate land agreements for Doig Creek/Milligan TS and Lebell TS sites, continue process to determine proposed sites for Hasler TS and Groundbirch TS with public consultation, install new attendant building for Hudson Hope TS	Q3: Complete land agreements for Doig Creek/Milligan TS and Lebell TS sites, pursue lease, purchase, or Crown Land Tenure where appropriate for Hasler TS and Groundbirch TS sites	Q4: Continue from Q3 for completion of land agreements for Hasler TS and Groundbirch TS sites, complete engineering services tendering for design of the 5 TS, select consultant for engineering services in 2018
2019	Q1: Complete design for construction of 5 TS sites, initiate construction tendering for 5 new TS sites	Q2: Select contractor and commence construction of 5 new TS sites	Q3: Continue with construction of 5 new TS	Q4: Complete construction of 5 new TS, complete CQA report for construction of 5 new TS
Decision Process	Results of remaining consultations in Q2 will inform where PRRD will build the transfer stations in Groundbirch and Hasler. Sites in Doig/Milligan, Lone Prairie and Lebell have been selected.			
Engagement Level(s)	Consult Inform	Public consultation required to select the sites in the Hasler and Groundbirch areas for manned transfer stations. The decisions will be relayed back to the community.		
Engagement Plan	An engagement plan will be developed to include mail outs, brochures public meetings, presentations and surveys. Following the meetings the public will be informed of any decisions.			
Communications Plan	A comprehensive communications plan will be developed.			



Chetwynd Landfill Phase B Closure Construction 2019

Solid Waste 01-2-4300-952

Project	<p>Construction of closure cover for the Chetwynd Landfill Phase B area in accordance with progressive closure plan previously submitted to Ministry of Environment, and in accordance with Section 7.2 of the provincial <i>Landfill Criteria for Municipal Solid Waste</i>, which requires the following:</p> <p>“Each area of the landfill footprint that has achieved final contours shall be closed within 365 days to provide for progressive closure of the landfill site.”</p> <p>It is expected that the Phase B area of the landfill will have achieved final contours in 2018, thus requiring closure construction in 2019.</p>			
Project Budget	<p>Currently estimated at \$1,496,000 in 2019 (includes engineering, construction, and construction contract administration/quality assurance oversight and reporting). Closure cost estimated using actual closure costs incurred for Phase A in 2016.</p>			
Project Lead	Phillip Kovacs			
Department(s), functions, commissions, advisory groups	Environmental Services, Solid Waste Division, PRRD			
Bylaw, motion or approved plan	Year 2019 of current 5-year capital plan.			
How does the project link to the strategic plan?	Current Essential Service Solid Waste Management			
Time Line	Completion in 2019			
2018	Q1:	Q2: Annual aerial survey of Chetwynd Landfill and update of remaining capacity estimate for Phase B	Q3:	Q4:

2019	Q1: N/A	Q2: Initiate construction of Phase B closure cover	Q3: Complete construction of Phase B closure cover	Q4: Complete CQA report
Decision Process	The Chetwynd Landfill Phase B Closure Construction Tender will be brought to the Board in the Fall of 2018 for approval to issue a public tender and include the expenditures in 2019 Financial Plan.			
Engagement Level	Inform	Provide project overview through PRRD website and publications.		
Engagement Plan	Develop project overview for release to media.			
Communications Plan	Provide highlights to the Board as requested.			



Bessborough LF Design & Tender Services 2017

Solid Waste 01-2-4300-951

Project Name	The capacity of Phase 1 at the Bessborough Landfill was updated in 2016 which indicated that the construction of the Phase 3 landfill cell could be delayed until 2018. Phase 2 of the landfill has been filled to capacity and is awaiting closure. In 2017, the design of the Phase 1 and Phase 2 closure covers and the design of the new Phase 3 landfill cell/stormwater management system will need to be completed. The tender process for the landfill closure and construction projects will occur during the Fall 2017 to establish contract price for the 2018 Financial Plan.
Project Budget	Estimated to be \$118,000 in 2017 (includes engineering design, construction documents, construction tendering, and evaluation of bidders)
Project Lead	Phillip Kovacs
Department(s), functions, commissions, advisory groups	Environmental Services (Solid Waste), PRRD
Bylaw, motion or approved plan	<p>RD/15/06/14(25) MOVED Director Stewart, SECONDED Director Plowright,</p> <ul style="list-style-type: none"> a) That the contract for the “Design and Contract Administration Services for the Bessborough Landfill” be awarded to Conestoga Rovers & Associates in the amount of \$190,498 including GST; and b) That the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District. <p>Note 1: The approval of the contract for design services awarded to Conestoga Rovers & Associates pertained to the design and engineering services for the closure of Phase 2 landfill cell and construction of Phase 3 landfill cell/stormwater management system. The scope of this contract will be increased to include the design services required for the closure of Phase 1.</p> <p>Note 2: This project is required as per the B.C. Ministry of Environment Operational Certificate to run the Bessborough Landfill and is referred to in the landfill’s Design & Operations Plan.</p>
How does the project link to the strategic plan?	<p>Current Essential Service Solid Waste Management 1.1.1 Continue to implement the 20 year Solid Waste Plan Starting in 2009 to divert waste from landfills.</p>

Time Line	2017			
2017	Q1: Initiate design for Phase 1 & 2 closure, construction of Phase 3/ stormwater management system	Q2: Complete design for Phase 1 & 2 closure, construction of Phase 3/ stormwater management system	Q3: Initiate construction tendering for Phase 1 & 2 closure, construction of Phase 3/ stormwater management system	Q4: Contractor selection for Phase 1 & 2 closure, construction of Phase 3/ stormwater management system
Decision Process	N/A			
Engagement Level(s)	N/A			
Engagement Plan	N/A			
Communications Plan	Update Board as requested.			



Bessborough LF Phase 1 & 2 Closure/Phase 3 Construction 2018

Solid Waste 01-2-4300-951

<p>Project Name</p>	<p>Background:</p> <p>The capacity of Phase 1 at the Bessborough Landfill was updated in 2016 which indicated that the construction of the Phase 3 landfill cell could be delayed until 2018. Phase 2 of the landfill has been filled to capacity and is awaiting closure. In 2018, the soil excavated during the construction of Phase 3 and stormwater retention basins will be utilized for the Phase 1 and 2 earthen-based closure covers. The Phase 1 and 2 closure covers will include a “passive” landfill gas collection system and the construction of the Phase 3 landfill cell will include a leachate collection system. The design, construction document preparation, and contractor selection to be completed by the end of 2017.</p> <p>Current Status:</p> <p>Costs for construction will be known by the end of 2017. Construction will operationally depend on when Phase 1 is expected to reach capacity but is expected to occur sometime in 2018. The remaining life of Phase 1 will be determined from the aerial survey performed in the 2nd quarter 2017.</p>
<p>Project Budget</p>	<p>Currently estimated at \$3,739,000 in 2018 (includes construction, contract administration as well as engineering construction quality assurance [CQA] oversight/reporting)</p>
<p>Project Lead</p>	<p>Phillip Kovacs</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services (Solid Waste), PRRD</p>
<p>Bylaw, motion or approved plan</p>	<p>RD/15/06/14(25) MOVED Director Stewart, SECONDED Director Plowright,</p> <ul style="list-style-type: none"> a) That the contract for the “Design and Contract Administration Services for the Bessborough Landfill” be awarded to Conestoga Rovers & Associates in the amount of \$190,498 including GST; and b) That the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District. <p>Note 1: The approval of the contract for engineering services (contract administration and QA/QC oversight/reporting) awarded to Conestoga Rovers & Associates pertained to the engineering services for the closure of Phase 2 landfill cell and construction of Phase 3 landfill cell/stormwater management system. The scope of this contract will be increased to include the engineering services required for the closure of Phase 1.</p>

	Note 2: This project is required as per our B.C. Ministry of Environment Operational Certificate to run the Bessborough Landfill and is referred to in the landfill's Design & Operations Plan.			
How does the project link to the strategic plan?	Operational requirement to maintain the landfills (in this case, Bessborough). The construction of the new Phase 3 cell will provide an estimated 3 additional years of disposal capacity.			
Time Line	Completion in 2018			
2017	Q1:	Q2: Annual aerial survey of Bessborough Landfill and update of remaining capacity estimate	Q3:	Q4:
2018	Q1:	Q2: Initiate construction of Phase 3 landfill cell, Phase 1 and Phase 2 closure cover	Q3: Complete construction of Phase 3 landfill cell, Phase 1 and 2 closure covers	Q4: Complete CQA report
Decision Process	The Bessborough Landfill Phase 1 and 2 Closure/Phase 3 Cell Construction Tender will be brought to the Board in the Fall of 2017 for approval to issue a public tender and include the expenditures in 2018 Financial Plan.			
Engagement Level(s)	Inform	Provide project overview through PRRD website and publications.		
Engagement Plan	Develop project overview for release to media.			
Communications Plan	Provide highlights to the Board as requested.			



South Peace Comprehensive Development Plan

Dev Services- 01-2-6100-438

Project Description	A joint research project with Electoral Area D, City of Dawson Creek and the Village of Pouce Coupe to update the 2007 SP Comprehensive Development Plan in advance of expected OCP updates in after 2018.			
Project Budget	\$26,000 Subject to establishing cost sharing agreement (PRRD share of full budget of \$66,000; City of DC=\$33,000; Village PC=\$7,000)			
Project Lead	Assistant Manager of Development Services			
Department(s), functions, commissions, advisory groups	Development Services			
Bylaw, motion or approved plan	N/A			
How does the project link to the strategic plan?	1.4.1 Establish agreements with municipalities to implement shared services to provide required services in a cost effective manner. 1.4.2 Completion of major long range planning reviews including updating four Official Community Plans.			
Time Line	2017			
2017	Q1 Approved budget	Q2 Partnership agreement	Q3 Research/ Consultation	Q4 Final
Decision Process	Review and adopt final strategy			
Engagement Level(s)	Consult Collaboration	Consult with PRRD/municipal staff Consult with public		
Communication Plan(s)	A communication strategy will be developed jointly with the partners of the plan.			



Chetwynd Public Library Feasibility Study Project

Community Services- 01-2-6100-438

Project Description	<p>The current Chetwynd Public Library was built in 1957 and is either in need of repairs and upgrades of the current location or of a new facility in order to continue to serve the needs of the public. In its current state, the library does not have sufficient space for storage, staff, or for programming. In July of 2016, the Regional Board committed funds to a feasibility study in order to gain a better understanding of the future needs and wants for the public for the Chetwynd Public Library.</p>			
Project Budget	<p>\$40,000 – Committed by the Regional Board on July 28, 2017.</p>			
Project Lead	<p>General Manager of Electoral and Community Services</p>			
Department(s), functions, commissions, advisory groups	<p>Community Services Regional Recreation Chetwynd Public Library Advisory Committee</p>			
Bylaw, motion or approved plan	<p>July 28, 2016 – Regional Board Resolution - <i>THAT a feasibility study, with a cost of up to \$40,000, be undertaken to investigate options for a new public library in Chetwynd, BC</i></p>			
How does the project link to the strategic plan?	<p>1.3 – The PRRD is committed to working with Peace River Regional District residents to have continued access to facilities for recreational and cultural purposes.</p>			
Time Line	<p>2017</p>			
2017	<p>Q1 RFP issued, evaluation by Advisory Committee, selection of consultant, preliminary conversations with Stakeholders as per proposal.</p>	<p>Q2 Community Engagement, draft report, final reports and presentations to the District of Chetwynd and Regional Board.</p>	<p>Q3 Feasibility Study Complete.</p>	<p>Q4</p>

Decision Process	Approved by resolution at Regional Board level.	
Engagement Level(s)	Consult	Consult with PRRD/municipal staff/stakeholders Consult with public
Communication Plan(s)	A communication strategy will be developed jointly with the partners of the plan.	



South and West Peace Recreational Facilities Inventory and Assessment

Regional Recreation – 01-2-7110-242

(Carryover)

<p>Project</p>	<p><i>Staff were not able to move forward with this project in 2016 due to the wildfires and floods taking greater priority within the department.</i></p> <p>In 2015 the PRRD in partnership with the City of Fort St John and District of Taylor completed a study which examined, inventoried and assessed recreation facilities in the North Peace. The study included an inventory of publicly operated North Peace recreation facilities including arenas, swimming pools, community parks, community halls and more. In 2015 the Board budgeted \$100,000 to conduct a similar study over the remainder of the region.</p> <p>In 2017 staff will move forward with completing this study in partnership with the remaining member municipalities. It is also recommended to invite both school districts (School District No. 59 for the South Peace and School District No. 60 for Hudson’s Hope) and Northern Lights College to be part of study and the working group as they operate important recreation assets that should be considered.</p> <p>The study will provide local governments, the school districts and the college with a stronger understanding of current and future demands of recreation user groups in relation to existing facilities. Going forward, this information will assist in decision making, prioritizing and focusing investments into recreation facility upgrades, replacements and construction to meet the needs of the communities.</p>
<p>Project Budget</p>	<p>\$100,000 for South Peace and West Peace Recreation Facilities Inventory & Assessment</p>
<p>Project Lead</p>	<p>Trish Morgan, GM of Community & Electoral Area Services; Bryna Casey, Parks & Rural Recreation Coordinator</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Community & Electoral Area Services; Regional Recreation Function</p>
<p>Bylaw, motion or approved plan</p>	<p>March 12, 2015 Board Meeting:</p> <p>That the Regional Board include \$100,000 in the 2015 budget under the Regional Recreation function for the purpose of conducting a recreation facility inventory and</p>

	needs assessment for the rest of the Regional District not covered by the North Peace Sub-Regional Recreation Inventory and Assessment.			
How does the project link to the strategic plan?	<p>1.3 The PRRD is committed to working with Peace River Region residents to have continued access to facilities for recreational and cultural purposes.</p> <p>1.3.1 Complete an inventory and an assessment of all existing recreational facilities in the PRRD including community centres to determine future availability and investment options.</p> <p>1.3.2 Explore options for use of regional and municipal recreational facilities by both rural and municipal residents.</p>			
Time Line 2016	<p>Q1</p>	<p>Q2</p> <p>PRRD staff will meet with member municipalities, the school districts and college to refine the scope of work</p> <p>A RFP will be issued to identify and select a lead consultant</p> <p>Information gathering and assessments will start</p>	<p>Q3</p> <p>Information gathering and assessments will continue & stakeholder recreation organizations will be consulted</p>	<p>Q4</p> <p>Inventories and assessments will be completed and a report developed for final consideration.</p>
Decision Process	The Board will be presented with a final report and presentation. It is also recommended that a workshop (or two) be held to present the findings to councils and boards (school district, regional district and college).			
Engagement Level(s)	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	<p>Stakeholder organizations (i.e., recreation organizations) will be consulted in the development of this inventory and assessment.</p> <p>Member municipalities, the PRRD, school districts and the college will collaborate in the development of this inventory and assessment.</p>		
Engagement Plan	A stakeholder engagement plan will be developed as part of the scope of work for the consultant.			
Communications Plan	A communications plan will be developed to assist in engaging stakeholder organizations and communicating the scope and purpose of the study.			



Chetwynd Arena - Arena Floor & Refrigeration Plant Upgrades

Community & Electoral Area Services: Chetwynd Arena 01-2-7150-390

<p>Project</p>	<p>The arena floor is approximately 40 years old while the refrigeration plant is 16 years old. Generally the type of floor installed in the arena will last 25-30 years, while the refrigeration plant has a life span of 18-20 years. Currently the plastic in the pipe in the floor has started to become brittle and tends to crack, causing leaks in the floor. Any floor movement will also stress the bring lines causing them to crack and leak which will become worse each year of operation. In 2016, the design and planning for this project was completed to replace both the floor, the refrigeration plant, dehumidification unit, and ventilation units. The new arena floor is incorporating new design and technology and could last approximately 50 years.</p> <p>Curling Rink Headers: The curling rink brine headers, which are the supply and return pipes in the trench inside the curling rink under the red carpeted walkway, are in need of replacement. Attached to the supply and return pipes are the brine lines that supply the cold brine under the floor to make ice. The supply and return pipes are original to the curling rink and have more than surpassed their life. The mains (supply and return) are the pipes that go from the refrigeration plant and attach to the brine headers. At this point the recommendation is to replace the headers and inspect the mains when the ice comes out and determine if they need to be replaced immediately, or if they can possibly be replaced with the refrigeration plant and floor upgrades</p>
<p>Project Budget</p>	<p>\$1.7 million for arena floor, refrigeration plant upgrades (excluding remainder of professional fees and excluding contingency.)</p> <p>\$185,000 for new ventilation unit</p> <p>\$305,000 for new dehumidifier unit</p> <p>\$23,300 for curling rink headers replacement</p>
<p>Project Lead</p>	<p>District of Chetwynd: Randy Rusjan, Director of Parks & Recreation</p> <p>PRRD Staff Liaisons: Trish Morgan & Bryna Casey</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Community & Electoral Area Services; Chetwynd Civic Properties Commission</p>
<p>Bylaw, motion or approved plan</p>	<p>Approved by the Chetwynd Civic Properties Commission</p>

How does the project link to the strategic plan?	1.3 The PRRD is committed to working with Peace River Region residents to have continued access to facilities for recreational and cultural purposes.			
Time Line 2016	Q1 <i>Planning & design work complete. Project administration.</i>	Q2 <i>Curling Rink Headers replacement, Arena Floor & Refrigeration Plant, dehumidifier and ventilation unit - repairs and construction.</i>	Q3 <i>Construction complete and final documentation.</i>	Q4
Decision Process	Approved at the Commission level pending Board budget approval.			
Engagement Level(s)	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	The public will be informed of any impacts to service levels as a result of the repairs.		
Engagement Plan	There will be no public engagement.			
Communications Plan	It is the responsibility of the Commission to inform the public.			



Blackfoot & Montney Centennial Parks Feasibility and Design Studies

Regional Parks Regional Parks -01-2-7180-553

(Carryover)

<p>Project</p>	<p><i>Staff were not able to move forward with this project in 2016 due to the wildfires and floods taking greater priority within the department.</i></p> <p>In 2017 staff will engage the services of a consultant to conduct two feasibility and design studies - one for Blackfoot Park and one for Montney Centennial Park.</p> <p>Blackfoot Park: is the most well-known and well used regional park. Concerns have been brought forward regarding vandalism, safety, and misuse of the park. The Regional Parks and Trails Master Plan (Master Plan) recommends improving the park by:</p> <ul style="list-style-type: none"> - adding 10 new campsites - developing a trail within the park - upgrading the day use/picnic area - acquiring 3 small parcels of land (Crown Land to the west of the road, beach front area, and a private land parcel with park road access) - piloting a full time Park Attendant project to address safety, vandalism, and park use concerns <p>Montney Centennial Park: This park sits on the edge of Charlie Lake, a lake that has multiple private, Provincial, and municipal parks. From time to time, concerns over how the park is being used have come forward. As recommended in the Master Plan, the services of a consultant would be required to analyze and provide a plan for:</p> <ul style="list-style-type: none"> - whether or not there is a need for further development of camping sites (if there is, a plan will be developed to construct new camping sites on the upper bench) - how the site could be better developed to increase family-friendly usage - suggestions on ways to improve and identify day use, including parking area - to suggest improvements for directional signage <p>These feasibility and design studies will be tendered together in order to capitalize upon economies of scale by using one consultant.</p>
<p>Project Budget</p>	<p>\$50,000 total with \$25,000 coming from the Blackfoot Park budget line and \$25,000 from the Montney Centennial Park budget line.</p>
<p>Project Lead</p>	<p>Trish Morgan, GM of Community & Electoral Area Services; Bryna Casey, Parks & Rural Recreation Coordinator</p>

Department(s), functions, commissions, advisory groups	Community & Electoral Area Services; Regional Parks Function			
Bylaw, motion or approved plan	Regional Parks & Trails Master Plan approved by the Board in 2014			
How does the project link to the strategic plan?	<p>1.6 The PRRD will manage its existing regional parks through the 10 year Parks and Trails Master Plan to be safe, secure and inviting.</p> <p>1.6.1 Implement the 10 Year – Regional Parks and Trails Master Plan (approved in 2014).</p> <p>1.6.3 Update and develop policies, procedures and bylaws to support existing parks and provide guidelines to explore future opportunities.</p>			
Time Line 2016	<p>Q1</p>	<p>Q2</p> <p>A RFP will be issued to identify and select a lead consultant</p> <p>Information gathering and assessments will start</p>	<p>Q3</p> <p>Information gathering and assessments will continue & public engagement starts</p>	<p>Q4</p> <p>Results will be summarized and a final report will be developed.</p> <p>The public will be consulted on the final report.</p>
Decision Process	A final report will come forward for both the Regional Parks Committee and Board’s consideration with recommendations on next steps to improve the parks and increase safety.			
Engagement Level(s)	<ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	The public will be consulted to gather their input, concerns and ideas in developing the studies. Once the studies are drafted, the public will be engaged again to determine if we got it right.		
Engagement Plan	A public engagement plan will be developed as part of the scope of work for the consultant.			
Communications Plan	A communications plan will be developed to assist in engaging the public and communicating the scope and purpose of the study.			



Electoral Area B Water Feasibility /Referendum

Community Parks 01-02-7181-241

Project Description	<p>Objective</p> <p>To determine if the constituents of Electoral Area “B” want to establish a Potable Water Function to secure water services in Electoral Area “B”.</p> <ul style="list-style-type: none"> a) Currently the PRRD is operating public water dispensing services at Prespatou, Boundary and Fey Spring without the authority to do so In order to continue to provide a water service a function MUST be established. b) A function requires the approval of the people. c) Recently, Northern Health notified the PRRD that water systems that rural residents are using needed to be assessed and inspected for compliance with the Drinking Water Protection Act, which resulted in boil water advisories for Boundary and Fey. d) Investigate and construct new potable water facilities beginning at locations in Buick and Rose Prairie. <p>NOTE: Electoral Area B is responsible for project funding.</p>
Project Budget	\$230,000
Project Lead	Deputy CAO
Department(s), commissions, advisory groups	<p>Staff Support- Corporate Officer and the Communications Manager</p> <p>Water Advisory Committee</p> <p>The Board</p>
Bylaw, motion or approved plan	<p>Sept 16,2016</p> <p>“That the Rural Budgets Administration Committee approve from the Peace River Agreement Funds, Area B, Rural Utilities (C) \$230,000 to determine the feasibility, design and cost of:</p> <ul style="list-style-type: none"> 1) upgrading existing water tank loader sites in Area B to a potable water standard; and 2) developing potable water tank loader sites in Rose Prairie and Buick.”
How does the project link to the strategic plan?	<p>2. Emerging Regional issues</p> <p>The PRRD is committed to preservation and protection of the supply and use of water in the Peace River Regional District.</p>
Time Line	2017 /2018



Electoral Area “B” Potable Water Function Timeline

Date	Activities
October	Feasibility fund grant approved for \$230,000 from PRAF
October 27	Explore Blackfoot Park options for water tank loader
November 4	Develop Water Advisory Committee (W.A.C) members list
Nov 7- 23	RFP for Feasibility Study publically advertised
November 10	Electoral Area B Water Referendum update to the Board
November 15	Present to AAC- Background, plans and W.A.C. process idea, request AAC appoint a member to W.A.C
November 22	First W.A.C meeting – see draft agenda
December 9	Award RFP for Water Feasibility study
February 28	Feasibility Study completed
March 8	W.A.C. meeting- feasibility study findings, financial implications, and develop communications and engagement plan.
March 23	Bylaw to Board for approval
March 24	If approved send to the Province for approval
April, May June	Execute communications and engagement plans
June	Referendum Date June 24
July	Final results to the Board

