



PEACE RIVER REGIONAL DISTRICT Solid Waste Committee Meeting Minutes

DATE: Thursday, October 6, 2016

PLACE: Regional District Offices, Dawson Creek, BC

PRESENT: Director Dan Rose, Electoral Area 'E' – Meeting Chair
Director Karen Goodings, Electoral Area 'B'
Director Lori Ackerman, City of Fort St. John
Alternate Director Cheryl Shuman, City of Dawson Creek, 9:50 am

Staff

Shannon Anderson, Deputy Chief Administrative Officer
Kim Frech, Chief Financial Officer
Fran Haughian, Communications Manager / Commission Liaison
Loryn Day, Solid Waste Coordinator
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 9:20 am

NOTICE OF NEW BUSINESS:

Director Goodings bulky waste bins
Shannon Anderson update on landfill projects
Kim Frech solid waste budget
Loryn Day waste reduction workshop

ADOPTION OF THE AGENDA:

2) Adoption of the Agenda **MOVED** by Director Goodings, **SECONDED** by Director Ackerman, that the Solid Waste Committee agenda for the October 6, 2016 meeting including Director's new business and additional items for the agenda, be adopted as amended:

Call to Order

Notice of New Business

Adoption of the Agenda

Adoption of the Minutes

M-1 Solid Waste Committee Meeting Minutes of September 1, 2016

Business Arising from the Minutes

Reports:

- R-1 September 7, 2016 – Loryn Day, SW Coordinator – Transfer Station
Open House costs
- R-2 September 9, 2016 – Loryn Day, SW Coordinator – Waste Composition
Study – issuance of a Request for Proposal
- R-3 September 26, 2016 – Paulo Eichelberger, GM Environmental Services
– Waste Reduction and Education Outreach Program

New Business

Items for Information

Diary – RSWMP – Matrix and Terms of Reference

Adjournment

CARRIED.

MINUTES:

3) M-1 **MOVED** by Director Ackerman, **SECONDED** by Director Goodings, That the Solid Waste Committee meeting minutes of September 1, 2016 be adopted. **CARRIED.**

REPORTS:

4) R-1
TS Open Houses

Staff were requested to prepare a report outlining budget implications with respect to staff time and resources spent on the transfer station Open Houses, held between July 9 and August 20, 2016. It was noted that there was no increase to the budget with \$6,800 being expended for the outreach project,

5) R-2
Waste
Composition
study

To measure waste reduction progress, staff are recommending that a waste characterization study be conducted to obtain sector specific data, establish baselines for new program initiatives, i.e. diversion of materials, and measure success of the various stewardship programs, etc.

MOVED by Director Ackerman, SECONDED by Alt Director Shuman, That the Solid Waste Committee recommends to the Regional Board 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.

CARRIED.

MOVED by Alt Director Shuman, SECONDED by Director Ackerman, That the Solid Waste Committee recommends to the Regional Board 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.

6) R-3
Education and
Outreach
program

Staff were directed to review contract work conducted by the Northern Environmental Action Team (NEAT) in order to provide guidance on programs / operations that may no longer be required versus those that are still required to maximize the Regional District' outreach programs. The goal of the exercise was to narrow down needed programs/services required to further education/outreach endeavors and use these results to compare costs for these programs if they were either contracted out or done in-house.

Concerns included 2% increase to contract possibly being applied to NEAT's entire business plan, rather than just being applied to Regional District "works." Any additional work is charged extra. Look at reducing work where there is a duplication of services i.e. "green line" and RCBC providing information line for the public. Reduce scope of work – what is important to Regional District.

MOVED by Director Ackerman, SECONDED by Alt Director Shuman,

- a) That the Solid Waste Committee recommends to the Regional Board that the Regional Board Chair and Chief Administrative Officer be authorized meet with the Northern Environmental Action Team (NEAT) President and Chief Administrative Officer to express concerns on the quality of reports being provided to the Regional District, i.e. not understanding jurisdictions, cost containment of waste reduction and education program budget and request that an investigation be conducted to ensure there is no duplication of services; and
- b) advise NEAT that the Regional District will be proceeding with a waste composition study in 2017.

CARRIED.

NEW BUSINESS:

7) NB-1

Bulky waste bins

Concern was expressed that there is insufficient notice being given when the bins are being placed in rural areas. Currently posters are placed strategically in rural communities. It was noted that historically only the rural areas are notified for two reasons, the bins are provided for rural residents use and to reduce the amount of prohibited waste being dumped into the bins.

Suggestions included:

- the "app" PRRRdy could be used better to get the word out, provide notifications to those people who live in the area
- leave bulky waste bins outside the Tier 2 station fence so people have greater access
- place bulky waste bins at all PL6 sites to reduce illegal dumping
- need controls/level of scrutiny to ensure waste oil and other prohibited wastes are not thrown into the bins
- provide two bins, one for prohibited waste and one for bulky materials
- extend hours of operations at Tier 2 stations, 7 hours/day for a two week period, do as a pilot project
- provide better education

MOVED by Director Goodings, Director Ackerman,
That the Solid Waste Committee recommends to the Regional Board that staff be authorized to determine costs to have the Tier 2 transfer stations open for extended hours, during the two week spring and fall clean-up period.

CARRIED.

8) update
construction
projects - landfills

Mr. Anderson advised that construction at the North Peace Regional Landfill is progressing and is under budget. Due to weather delays the contract will need to be extended. This will not affect current landfill operations. It was noted that staff anticipate receiving approval of the Plan amendment soon.

Chetwynd landfill project is complete and has come in under budget.

9) Workshop

Peace Country Regional Waste Reduction Workshop is scheduled for October 27, 2017 in Dawson Creek. Environmental Services staff have been requested to make a presentation. Are there any topics the Committee would like to see addressed? Topic – find cost effective ways to deliver programs identified in the Regional Solid Waste Management Plan, i.e. recycling, taking into account the regulatory framework BC has to work with - MMBC program does not work in this region.

10) SW borrowing

At the July 7, 2016 Committee meeting the following resolution was approved:

That the Solid Waste Committee recommends to the Regional Board that subject to the public consultation process and Ministry of Community, Sport and Cultural Development approval of the amendment to the Regional Solid Waste Management Plan – North Peace Regional Landfill project, that the Regional District approve the borrowing of \$2.5 million over 5 years, to finance the North Peace Landfill project, with the remainder of financing to come from Capital Reserves.

10) SW borrowing (continued) The SWMP amendment is in its final stage and when completed the Ministry of Community, Sport and Cultural Development will process the loan authorization bylaw that was originally submitted for the \$5 Million. No change is required to the bylaw since it is by Board resolution how much will be borrowed, so if only \$2.5 million is borrowed, the remainder remains in place as unused and cannot be used for anything else but the North Peace Regional landfill project.

The Finance Department would like to continue as planned and borrow the \$5 million for this project. Reason being that by only borrowing half and using reserve funds for the remaining half then in 2017-2018 the five transfer stations will also require borrowing, since reducing by \$2.5 million for the project will reduce the Reserve Fund to below what is required for the transfer stations. This will result in another loan authorization bylaw for the transfer stations for the difference from what reserves will be used compared to what the cost is and will leave the capital reserve balance at zero.

It is being suggested that the Regional District leaves the original plan in place and borrows up to \$5 million on the current loan authorization bylaw and uses the reserves for the transfer stations rather than having two separate loans and have nothing in the capital reserve.

MOVED by Director Ackerman, SECONDED by Alt Director Shuman, That the Solid Waste Committee recommends to the Regional Board that staff be authorized to prepare a report detailing options and costs of solid waste borrowing for review by the Board.

CARRIED.

11) Budget Reports MOVED by Director Goodings, SECONDED by Alt Director Shuman, that Solid Waste budget comparative reports indicating income and expenses be included in Committee agenda meeting packages.

CARRIED.

12) Diary MOVED by Director Goodings, SECONDED by Director Ackerman, That the Solid Waste Committee recommends to the Regional Board that the Plan Monitoring Advisory Committee be invited to attend the December 1, 2016 Solid Waste Committee meeting to jointly review the Regional Solid Waste Management Plan.

CARRIED.

13) Meeting schedule 10:00 am, November 3,
10:00 am, December 1

14) Committee Report MOVED by Director Goodings, SECONDED by Alt Director Shuman, That the recommendations from the Solid Waste Committee meeting of October 6, 2016 be recommended to the Regional Board for approval.

CARRIED.

15) Adjournment The meeting adjourned at 11:30 am

Director Dan Rose,
Chair – Solid Waste Committee

S. Garrett,
Corporate Services Coordinator