



# PEACE RIVER REGIONAL DISTRICT

## **COMMITTEE OF THE WHOLE MEETING** **MINUTES**

DATE: November 28, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT:

**Directors**

Chair Sperling, Electoral Area 'C'  
Vice-Chair Rose, Electoral Area 'E'  
Director Ackerman, City of Fort St. John  
Director Bumstead, City of Dawson Creek  
Director Courtoreille, District of Chetwynd  
Director Fraser, District of Taylor  
Director Goodings, Electoral Area 'B'  
Director Heiberg, District of Hudson's Hope  
Director Hiebert, Electoral Area 'D'  
Director Zabinsky, City of Fort St. John

**Alternate Directors**

Alternate Director Kirby, District of Tumbler Ridge  
Alternate Director Smith, Village of Pouce Coupe

**Absent**

Director Bertrand, District of Tumbler Ridge  
Director Michetti, Village of Pouce Coupe

**Staff**

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Lyle Smith, Chief Financial Officer  
Paulo Eichelberger, General Manager of Environmental Services  
Trish Morgan, General Manager of Community Services  
Kevan Sumner, General Manager of Development Services  
Crystal Brown, Electoral Area Manager  
Trevor Ouellette, IT Manager  
Gerritt Lacey, Solid Waste Services Manager  
Loryn Day, Solid Waste Coordinator  
Jennifer Baddeley, NDIT Intern  
Suzanne Garrett, Corporate Services Coordinator

**Delegation**

Morrison Hershfield – Veronica Bartlett, Solid Waste Manager

Call to Order                      The Chair called the meeting to order at 10:00 a.m.

**ADOPTION OF AGENDA:**

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CW/19/11/01

MOVED Director Hiebert, SECONDED Director Rose,  
That the Peace River Regional District Board agenda for the November 28,  
2019 Committee of the Whole meeting be adopted:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Gallery Comments or Questions**
- 4. Presentation**

*10:00 a.m.*

**4.1 Morrison Hershfield**

Regional Solid Waste Management Plan Review  
Veronica Bartlett, Solid Waste Manager

**5. Reports**

5.1 Trevor Ouellette, IT Manager – IT Acceptable Use Policy & First Nations 911 Civic Addressing

5.2 Crystal Brown, Electoral Area Manager – 2019 UBCM Debriefing Report

**6. New Business**

**7. Media Questions**

**8. Adjournment**

**CARRIED.**

Director Fraser entered the meeting at 10:05 a.m.

**PRESENTATION:**

4.1

Morrison Hershfield  
– Veronica Bartlett,  
Solid Waste  
Manager

**REGIONAL SOLID WASTE MANAGEMENT PLAN REVIEW**

Morrison Hershfield presented an update of the PRRD Regional Solid Waste Management Plan review to the Committee of the Whole. Topics included:

- Overview of the plan review process
- Plan area
- Current system (North Peace Regional, Bessborough and Chetwynd landfills, Tier 1 and 2 transfer stations, unattended sites, transtor and transfer sites)
- Waste hierarchy (waste diversion, energy recovery, residual waste management, other solid waste services and system financing)
- Reduce and reuse (share sheds)
- Recycling (Recycle BC, regional recycling contract)

**PRESENTATION: (continued)**

4.1 (continued)      **REGIONAL SOLID WASTE MANAGEMENT PLAN REVIEW (continued)**

The presentation continued. Further topics included:

- Extended producer responsibility programs (stewardship programs)
- Recycling (curbside, private facilities, post collection)
- Organics management
- Bulky waste, demolition, land clearing, and construction waste
- Residual waste management (coupon program, spring and fall clean-up pilot)
- System financing (tipping fees, taxation, sale of recyclables, permits/fees, financial incentives paid by stewardship agencies)
- Gap analysis findings (summary of 2009 regional solid waste management plan completion status)
- Emerging issues (waste diversion, energy recovery and residual waste management, other solid waste services and system financing, public survey feedback)
- Strengths and challenges in the region
- Consultation plan and approach

A question and answer period ensued. Topics included:

- Survey results indicate users are looking for improved experience at facilities and improved hours of operation.
- Determine which areas are experiencing difficulties to access recycling bins, ie. stairs.
- Improve communications. Some public are not aware of the solid waste surveys.
- Determine percentage of Industrial, Commercial and Institutional (ICI) vs. residential waste to ascertain what can be addressed or changed. Large industry vs. small population.

**REPORTS:**

5.1      **IT ACCEPTABLE USE POLICY AND FIRST NATIONS 911 CIVIC ADDRESSING**

Trevor Ouellette, IT  
Manager

The Committee of the Whole was provided with a presentation on the PRRD IT Acceptable Use Policy and First Nations 911 Civic Addressing from Trevor Ouellette, IT Manager. Topics included:

- IT Acceptable Use Policy (technology and resource usage and accountability)
- IT Security (embedding and respiratory controls, prerequisites, directives)
- First Nations 911 Civic Addressing (meeting outcomes, collaboration, Webmap training)

**REPORTS: (continued)**

5.1 IT ACCEPTABLE USE POLICY AND FIRST NATIONS 911 CIVIC ADDRESSING  
Trevor Ouellette, IT (continued)  
Manager

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A question and answer period ensued. Topics included:

- Fraudulent emails
- Geographic Information System (GIS) training

5.2 2019 UBCM CONVENTION DEBRIEFING REPORT

Crystal Brown –  
Electoral Area  
Manager

The Committee of the Whole was provided with a debriefing report on the 2019 Union of BC Municipalities (UBCM) Convention from Crystal Brown, Electoral Area Manager. Topics included:

- Total meetings attended (22)
- Provincial Minister, Provincial Agency, and other agency meetings (Ministers of Citizens' Services, Labour, Public Safety and Solicitor General, BC Utilities Commission, BC Assessment, CN Rail)
- Meeting topics (gasification, connectivity, *Employment Standards Act*, railway crossing safety, rail line maintenance, railcar availability, mandatory fire inspection)
- Discussion items

A discussion ensued. Topics included:

- Pre UBCM meetings
- Minimize meetings at UBCM for more impact

**ADJOURNMENT:**

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The Chair adjourned the meeting at 11:50 a.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a Committee of the Whole meeting held on November 28, 2019 in the Regional District Office Board Room, Dawson Creek, BC.

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Brad Sperling, Chair

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Tyra Henderson, Corporate Officer