



PEACE RIVER REGIONAL DISTRICT

Solid Waste Committee Meeting Agenda

October 24, 2025, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

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11. ADJOURNMENT



SOLID WASTE COMMITTEE MEETING MINUTES

July 31, 2025, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Chair Hiebert, Electoral Area D, Committee Chair
Alternate Director Parslow, City of Dawson Creek
Director Rose, Electoral Area E
Director Quibell, District of Hudson's Hope (via Zoom)
Director Sperling, Electoral Area C
Vice-Chair Zabinsky, City of Fort St. John

Directors Absent: Director Krakowka, District of Tumbler Ridge

Staff Present: Kari Bondaroff, General Manager of Environmental Services
Joanne Caldecott, Deputy Corporate Officer
Gerritt Lacey, Solid Waste Manager
Colin Bates, Solid Waste Foreman
Leah Dueck, Solid Waste Coordinator
Rosina Fraser-Bowden, Environmental Services Clerk
Suzanne Garrett, Corporate Services Coordinator/Recorder

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED Vice-Chair Zabinsky

SECONDED Director Sperling

That the Solid Waste Committee adopt the July 31, 2025 agenda:

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. GALLERY QUESTIONS OR COMMENTS

4. ADOPTION OF MINUTES

4.1 Solid Waste Committee Meeting Minutes of April 11, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 Public and Technical Stakeholder Committee Recommendations from July 18, 2025, ENV-SWC-186

8.2 Demolition Permit Referrals, ENV-SWC-187

8.3 Partnership with West Moberly First Nation and Recycle BC, ENV-SWC-190

8.4 Hudson's Hope Transfer Station Addition of a Second Attendant, ENV-SWC-191

8.5 Landfill Design Operating and Closure Plans – 2025/26 Updates and Review Required, ENV-SWC-192

9. NEW BUSINESS

(Cont'd on next page)

10. CONSENT CALENDAR

10.1 Bessborough Leachate Spill Update, ENV-SWC-189

10.2 Kelly Lake Transfer Station Re-opening Update, ENV-SWC-185

10.3 Solid Waste Public and Technical Stakeholder Committee Draft Meeting Minutes of July 18, 2025

10.2 Terms of Reference

11. ADJOURNMENT

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Solid Waste Committee Draft Meeting Minutes of April 11, 2025

MOVED Director Sperling

SECONDED Vice-Chair Zabinsky

That the Solid Waste Committee adopt the Solid Waste Committee Meeting minutes of April 11, 2025.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 Solid Waste Public and Technical Stakeholder Committee Recommendation from July 18, 2025, ENV-SWC-186

MOVED Vice-Chair Zabinsky

SECONDED Director Rose

That the Solid Waste Committee recommend that the Regional Board submit the amendment to the Peace River Regional District's Regional Solid Waste Management Plan for the newly created Section 3.4 "Future Facilities" as consulted on between May 2, 2025 and June 23, 2025 to the Province for approval.

CARRIED

8.2 Demolition Permit Referrals, ENV-SWC-187

MOVED Director Rose

SECONDED Alternate Director Parslow

That the Solid Waste Committee recommend that the Regional Board send a letter to all member municipalities (Chetwynd, Dawson Creek, Fort St. John, Hudson's Hope, Pouce Coupe, Taylor and Tumbler Ridge) and neighbouring First Nations Communities (Blueberry, Doig River, Halfway, Kwadacha, Saulteau, Tsay Keh Dene and West Moberly) requesting that the Peace River Regional District's Environmental Services department receive notification of all approved "Demolition Permits" as they are issued within their respective communities.

Discussion on the report included the following:

- The Peace River Regional District (PRRD) was seeing a trend of increased demolitions in the region. Currently the PRRD is not being notified when large and/or multi-building demolition projects are underway in the region, causing issues when receiving asbestos at the landfills.

8.2 Demolition Permit Referrals, ENV-SWC-187 (Cont'd)

- If the PRRD was informed when demolition permits were issued, they could proactively work with contractors to ensure safe and proper handling of asbestos which is the main concern.
- Staff will also encourage the separation of recyclable materials from demolition waste.
- Designated locations of asbestos waste were mapped at PRRD landfills with asbestos handled in accordance with hazardous waste regulations.

The Chair called the Question to the Motion.

CARRIED

8.3 Partnership with West Moberly First Nation and Recycle BC, ENV-SWC-190

MOVED Director Zabinsky

SECONDED Director Sperling

That the Solid Waste Committee recommend that the Regional Board approve a partnership between the Peace River Regional District and West Moberly First Nation for the use of the Moberly Lake Transfer Station for the processing of recycling collected by the Nation through the Recycle BC program, including any contract amendments required to formalize the partnership; and further, that the Chair and Chief Administrative Officer be authorized to sign such agreements.

Discussion included the following:

- Staff has been working with West Moberly First Nations for almost a year to facilitate conversations with Recycle BC (RBC) and fully supports West Moberly First Nations forming their own partnership directly with RBC.
- RBC does not currently have a program for First Nations to participate in recycling initiatives; this partnership would be the first and was therefore taking time to work out.

The Chair called the Question to the Motion.

CARRIED

8.4 Hudson's Hope Transfer Station Addition of a Second Attendant, ENV-SWC-191

MOVED Director Zabinsky

SECONDED Director Rose

That the Solid Waste Committee recommend that the Regional Board increase the total value of the "Hudson's Hope Transfer Station Operations" contract with Secure Waste Infrastructure Corp. (formerly Secure Energy) from \$917,760 to \$1,152,784 (excluding taxes) to allow for the addition of a second full time attendant be present for the operation of the site for the remainder of the contract ending October 31, 2027; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

Discussion on the recommendation included the following:

- Whether a second attendant was necessary during the winter months and the benefits of being having another attendant onsite to ensure visitors are tracked properly and used oil was logged correctly.
- Operational costs for solid waste continued to increase; whether fees and charges were reviewed often enough to ensure the PRRD was being adequately compensated.

8.4 Hudson's Hope Transfer Station Addition of a Second Attendant, ENV-SWC-191 (Cont'd)

- Staff explained that the Solid Waste Regulation and Fees Bylaw No. 2525, 2023 was reviewed two years ago and was submitted to the Ministry of Environment and Climate Change Strategy for review and approval. The Province took 1.5 years to advise staff that the bylaw did not require Ministerial approval. Given that delay, the bylaw was only recently adopted with signage installed at attended facilities reflecting the new fees and charges on July 1, 2025. This had been the first review of fees in the past ten years.

The Chair called the Question to the Motion.

CARRIED

MOVED Director Zabinsky

SECONDED Director Sperling

That the Solid Waste Committee recommend that the Regional Board authorize staff to conduct a review of fees and charges for the disposal of solid waste within the Peace River Regional District and bring forward a solid waste fee schedule for 2026/2027 prior to the next budget discussions.

CARRIED

8.5 Landfill Design Operating and Closure Plans – 2025-2026 Updates and Review Required, ENV-SWC-192

MOVED Director Zabinsky

SECONDED Director Sperling

That the Solid Waste Committee recommend that the Regional Board authorize the procurement of an engineering firm to complete the necessary works as outlined in the 2025-2026 Business Case titled "Design Operating and Closure Plan Updates and Conformance Reviews of Active PRRD Landfills" with operational expenditures to be funded through the Function 500 – Solid Waste Management operating reserve for 2025 and requisition in 2026.

CARRIED

9. NEW BUSINESS

10. CONSENT CALENDAR

MOVED Director Zabinsky

SECONDED Director Rose

That the Solid Waste Committee receive the July 31, 2025 Consent Calendar.

CARRIED

11. ADJOURNMENT

The Chair adjourned the meeting at 10:36 a.m.

CERTIFIED a true and correct copy of the Minutes of the Solid Waste Committee from a meeting held on July 31, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Leonard Hiebert, Committee Chair

Suzanne Garrett, Corporate
Services Coordinator/Recorder

October 17, 2025

Shawn Dahlen
Chief Administrative Officer
Peace River Regional District
1981 Alaska Avenue
Dawson Creek, BC, V1G 4H8

via email: shawn.dahlen@prrd.bc.ca

RE: District of Mackenzie Solid Waste Disposal

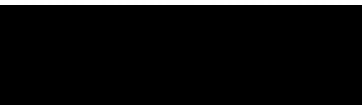
Dear Shawn,

The Regional District of Fraser-Fort George manages the Mackenzie Transfer Station and has received 72-hour strike notice from their union. At this time, we have been informed that we will be able to continue to dispose of our municipal residential and commercial solid waste at a reduced service level.

In the event the District of Mackenzie is unable to dispose of our solid waste at our transfer station we wanted to reach out to the Peace River Regional District to see if it would be possible for us to dispose of our solid waste at the Chetwynd Landfill.

We appreciate your consideration of our request and we are hopeful that we will not need to go to this extreme however we wanted to have a plan in place in case we no longer have access to our transfer station.

Sincerely,



Diane Smith
Chief Administrative Officer



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-197

From: Solid Waste Public and Technical Stakeholder Committee

Date: October 24, 2025

Subject: SW Public and Technical Stakeholder Committee Recommendation from October 3, 2025

The following recommendation from the Solid Waste Public and Technical Stakeholder Committee meeting held on October 3, 2025 is presented to the Solid Waste Committee for consideration:

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board accept the report titled “2026 Solid Waste Department Plan, ENV-SWC-197 and approve the attached “2026 Solid Waste Department Plan” which provides an overview of the services provided through the Solid Waste Management function and the 2026 Solid Waste Work Plan.

BACKGROUND/RATIONALE:

The draft minutes of the Solid Waste Public and Technical Stakeholder Committee meeting held on October 3, 2025 are provided on the Consent Calendar.

The 2026 Solid Waste Department Plan has been created as a guiding document that reflects the goals, priorities, and objectives of the Peace River Regional District (PRRD) Regional Board. The Department Plan builds upon the success and lessons learned from the previous year, addressing emerging challenges and opportunities identified in the 2022 Regional Solid Waste Management Plan (RSWMP).

The 2026 Department Plan was built to illustrate where Solid Waste staff will dedicate time in the coming year to both keep the current operations going and address the strategies identified in the RSWMP.

Approval of the 2026 Solid Waste Department Plan provides a clear roadmap for the upcoming year, aligning the efforts of staff with the goals, priorities and objectives of both the Regional Board and RSWMP.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management
- ☒ Human Resource Management
- ☒ Collaboration and Cooperation with First Nations
- ☒ Interprovincial Collaboration
- ☒ Emergency Management

FINANCIAL CONSIDERATION(S):

The 2026 budget for the Solid Waste Function 500 will be built to reflect the 2026 Solid Waste Department Plan and associated Work Plan.

COMMUNICATIONS CONSIDERATION(S):

Upon final adoption by the Regional Board, the 2026 Solid Waste Department Plan will be posted on the PRRD website for access by the public.

OTHER CONSIDERATION(S):

None at this time.

Attachment:

1. 2026 Solid Waste Department Plan



PEACE RIVER REGIONAL DISTRICT

2026 Solid Waste Department Plan

Current as of September 22, 2025

Gerritt Lacey, Solid Waste Manager

diverse. vast. abundant.

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PRRD STRATEGIC FOCUS AREAS

Our Vision: A strong, diverse and sustainable Peace River region inspired by innovative leadership that promotes livable and safe communities.

Our Mission: The Peace River Regional District provides regional and sub-regional services that are socially, environmentally and economically sustainable in response to expressed needs in the region.

Our As we fulfill our obligations and responsibilities as a regional government, the PRRD will:

Commitments:

- COMMUNICATE AND ENGAGE with our residents and stakeholders;
- COLLABORATE AND COOPERATE with our partners; and
- Be CONSISTENT in the application of our policies and decisions.

Our Cultural Safety Mission Statement: The Peace River Regional District is situated on the traditional territory of the Dane-zaa (Beaver), signatories of Treaty 8 and the Metis Nation of BC Region 7. We value the significant contributions of Indigenous Peoples how have lived and worked on the land for time immemorial and are committed to meaningful reconciliation.

Our Values:

- Accountability:** taking ownership and accepting responsibility for making decisions and following up with implementation of those decisions;
- Cooperation:** willing to work together and support one another;
- Credibility:** ensuring the business of the region is transparent and believable;
- Fairness:** acting in an unbiased way, with a sense of fair play;
- Honesty:** practicing sincerity, genuineness and frankness when making decisions;
- Integrity:** making decisions for, and acting in, the best interests of the region;
- Leadership:** making sound decisions today and demonstrating vision while focusing on the future;
- Respect:** showing consideration for people, lands and governing bodies;
- Trust:** ensuring confidence in one another.

Our Goals:

- To effectively plan for and manage the PRRD's assets and infrastructure to ensure they provide the desired levels of service to our residents, now, and in the future.
- To enhance our human resource management practices and programs to ensure our employees are motivated, engaged, and supported in the work they do.
- To further our relationships with the First Nations governments and pursue opportunities for partnerships and governance participation.
- To explore and realize opportunities and advantages through cooperation and collaboration with neighbouring local governments in Alberta.
- To ensure the PRRD's interests are articulated and considered in response to proposed amendments to the Emergency Program Act and Fire Services Act.

- To represent and advance the interests of the region with other levels of government and agencies responsible for providing governance and services in our region.

Our Strategies:

- **Undertake condition assessments for all PRRD owned assets**
- **Determine service expectations for all assets**
- Identify funding and investment strategies
- **Implement asset management software program**
- Establish a corporate employee development program
- **Review and update performance review process**
- Develop an employee retention and recruitment strategy
- **Advance the development of individual MOUs**
- **Share PRRD strategic goals with First Nations to identify opportunities for cooperation and collaboration**
- Investigate governance participation models under Local Government Act
- Coordinate the re-establishment of Interprovincial meetings
- **Establish follow-up and accountability framework for inter-provincial outcomes**
- **Engage in Emergency Program Act and Fire Services Act amendment processes**
- **Explore opportunities for new or enhanced mutual aid agreements**
- Advocate for recognition and consideration of financial and operational impacts to regional districts resulting from proposed changes to Emergency and Fire Services legislation
- Advocate for the importance of investment and support for local growers and producers to ensure sustainable food supply for the region
- Advocate for the advancement of the regional housing needs assessment and the need for investment in seniors housing facilities to ensure seniors are able to age in their communities
- Advocate for the awareness of the economic impacts of resource permit suspensions and encourage and support the completion of a final agreement for regulatory framework that will address the findings in Yahey vs BC.
- Advocate for the continued awareness of the impacts of mental health and addictions on communities and the need for appropriate supports and services for those suffering from mental health and addictions
- Advocate for the importance of securing and enhancing aggregate supply to support construction activity and long-term maintenance of roads in the region

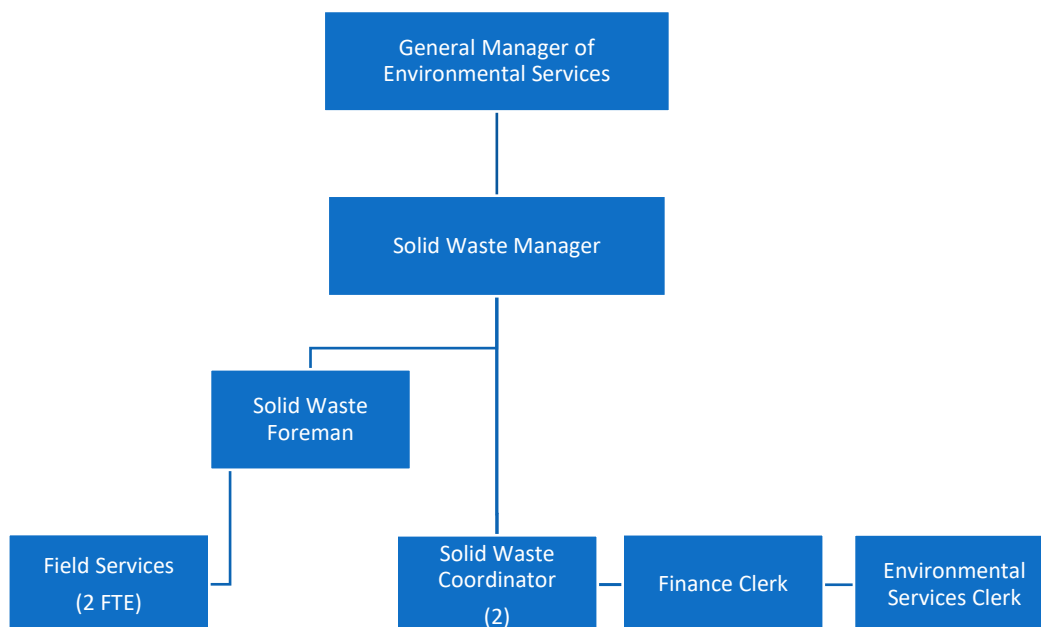
SOLID WASTE MANAGEMENT IN THE PEACE RIVER REGIONAL DISTRICT

Why Care About Solid Waste?

Solid Waste Management is a division of the Peace River Regional District's (PRRD) Environmental Services Department, and is the largest single service function provided by the PRRD. On average, the PRRD spends \$14,000,000 annually to provide solid waste services to the residents of the PRRD.

Solid Waste Management is a regional function, meaning all residents in the PRRD pay for the services provided.

Meet the Team



The chart above illustrates team members whose wages are paid through the Solid Waste Management function. Outside of these team members, Solid Waste Management also relies on support from our Finance, and Administrative Services Departments.

Roles and Responsibilities for Solid Waste

Disposing of solid waste affects all the residents in the PRRD, and as such, the PRRD and its member municipalities work together follow the waste hierarchy and ensure waste is properly disposed of.

The PRRD roles:

- Regional solid waste management planning, including the review and update of the RSWMP, waste characterization studies, and administration of the Public Technical Stakeholder Committee and Public and Technical Advisory Committee.
- Operation of all landfills and transfer stations.
- Administration of contracts with:
 - Stewardship agencies;
 - Haulers;
 - Landfill operations;

- Rural transfer station operations;
- Transfer/transfer site operator for garbage collection (Hudson's Hope, Tumbler Ridge, Mile 62.5, unattended sites); and
- Private Recycling centres.
- Community-based waste reduction programs, including reduce, reuse and recycle education and promotion, etc.
- Solid Waste services to the Region's electoral areas via the transfer station network.

Member Municipalities' roles:

- Administer individual contracts, education, and enforcement for curbside collection with the collector.
- Collect payment from residents for solid waste services, either through taxation or utilities.
- Manage waste diversion activities at transfer sites (Hudson's Hope, Tumbler Ridge).
- Participate in the Public Technical Stakeholder Committee and Public and Technical Advisory Committee meetings.

What We Do

Education and Promotion

The PRRD delivers waste management education and outreach programs to the Region's residents and businesses. Communication tools include the PRRD's waste education programs, the PRRD's website, blogs/newsletters, and social media platform, and on site signage. Education and promotion activities also extend to specific events or programs, such as clean-up events, consultation opportunities, newspaper advertisements, TV/radio commercials, etc. Residents and businesses can call the PRRD at 250.784.3200.

Waste Reduction/Diversion Programming

The PRRD strives to follow the pollution prevention hierarchy, as shown in Figure 1. This hierarchy is followed using the following strategies, programs, and pilots are offered to keep materials out of the landfill:

Recycling Program

Recycling in the PRRD is currently managed through two programs: Recycle BC (a regulated provincial stewardship program), which collected 49.5 tonnes in 2024 and a recycling services contract (RSC) with a local recycling service provider, which collected 3,255.4 tonnes of recyclables in 2024.

There are 13 depots, located at the attended transfer stations, collecting residential printed paper and packaging under the Recycle BC program. This program only accepts material from residential sources, meaning businesses are not able to recycle through this program.

All remaining recyclables in the Region are managed through the RSC, including Industrial Commercial and Institutional (ICI) and residential materials not currently managed by Recycle BC. A local recycler holds the current RSC and works with three local partners to collect and manage recyclable material throughout the PRRD. Each of the local RSC partners—R3, DC Recycling, Chetwynd Recycling and District of Tumbler Ridge —owns and



Figure 1: Pollution Prevention Hierarchy

operates private recycling facilities that accept materials from the ICI sector and residents. These facilities vary in size and capacity; however, each has a drop off depot and a processing area. The private depots are so called Return-It depots that also accept various stewardship program material. Outside the large municipalities, RSC partners provide seven unattended recycling stations, some near PRRD facilities.

There are small Return-It bottle depots in Fort St. John that typically accept beverage containers and sometimes other EPR materials. ABC Recycling and Richmond Steel Recycling in Fort St John offer scrap metal recycling services for residents and commercial use.

A regional map showing the locations of all 23 recycling depots is available in Schedule A.

Extended Producer Responsibility Programming

Extended Producer Responsibility (EPR) is a provincial policy tool that aims to shift the responsibility for end-of-life management of products away from local governments and (physically and economically) to the producer and consumer. This policy is intended to create an incentive for producers to include environmental considerations in the design of products.

EPR products are currently collected in the Region at PRRD's transfer stations and landfills. This is often in partnership with stewardship agencies/stewards, via private recyclers either at producer-led return-to-retailer programs (i.e. Shaw, Telus, Bell, London Drugs), or via private recycling companies established directly by the stewards or by agreements with the stewards.

Waste Segregation

At the PRRD landfills, certain material types are diverted from the active face and processed, used on site, or sent to recycling markets. As an example, wood waste is chipped and used as a soil amendment for cover material or used for seasonal road construction while concrete is crushed and used as aggregate for roadways or gravel pads. Metals collected at the landfill are sent to metal recyclers. This diversion program is reliant on customers segregating their waste streams while using the site, the tipping fee structure was made to promote waste segregation.

Share Sheds

Share Sheds are available at all active landfills and attended transfer stations. Share sheds operate on a leave-and-take program where residents can leave lightly used items in good condition to be used by someone else. The items left in the share sheds are to be unsoiled and in good working order.

Organics Processing

The PRRD currently accepts yard and wood waste at all three PRRD landfills and Tier 1 transfer stations, however, most of the organic waste is currently being collected and then landfilled.

Through 2025, the PRRD began a windrowing pilot at the Bessborough Landfill to process yard and garden waste from the City of Dawson Creek and surrounding area. The organic processing pilot is to take place over three years, with an evaluation of the program and recommendations for continuing or ceasing the operation coming forward early 2028.

In 2022, the PRRD partnered with MITACs and UNBC to move a "Best Practices Study" that was completed in 2021 into its second phase. The second phase of the study was completed and presented to the Solid Waste Committee July 4, 2024, and evaluated options for a regional model to utilize an anaerobic digester or pyrolysis unit for processing organic material.

Agricultural Plastics Collection Pilot

In 2021, the PRRD partnered with Clean Farms to perform a three-year pilot project at five attended transfer stations and the three active landfills for the collection of grain bags and twine from local producers. This program is currently offered at the following sites:

Landfills	Transfer Stations
Bessborough Landfill	Buick Creek Transfer Station
Chetwynd Landfill	Cecil Lake Transfer Station
North Peace Regional Landfill	Prespatou Transfer Station
	Rolla Transfer Station
	Tomslake Transfer Station

In 2024, the pilot was extended for another year as the cost of the program became 100% funded through the PRRD, compared to the 50/50 split between the PRRD and Clean Farms in the previous three-year pilot. In 2025, the program was adopted as a permanent program within the region and continues to be 100% funded through the PRRD.

Waste Collection and Handling

The PRRD manages a vast network of landfills and transfer stations to collect, transport, and dispose of waste that is generated in the region. Figure 2 below provides an overview map of the PRRD's 29 landfills and 27 transfer stations in the region.

Solid Waste Collection System

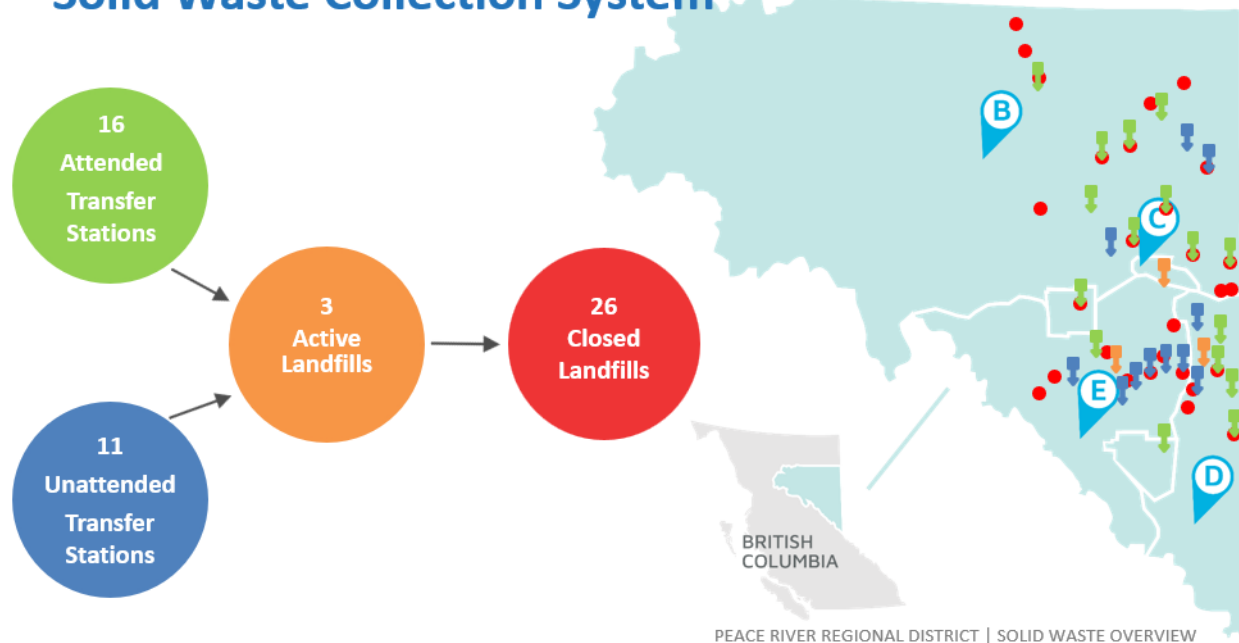


Figure 2: PRRD Solid Waste Collection Network

Active Landfills

PRRD operates three landfills in the Region, North Peace Regional, Bessborough, and Chetwynd. A regional map with the locations of the landfills and operating hours is included in Schedule B. All three have a weigh scale and tipping fees are applied on a per-tonne basis. Daily operations of the three landfills are contracted out, with the PRRD seeking bids through the tender process every five years. Activities that occur at a landfill include:

- **Waste Diversion** – Separation of divertible waste categories such as metals, wood, tires, appliances, agricultural plastics, and recycling materials from burial.
- **Surface Water Management** – Controlling surface water through side slopes, ditching and storage ponds to minimize surface water contact with waste. Ensuring that surface water is conveyed in a manner that does not cause erosion or damage to the intermediate and final cover system of the landfill.
- **Leachate Management** – Controlling surface water that has contacted waste and has become leachate through landfill cell design, or collection systems. Ensuring that leachate is contained within the landfill footprint or leachate collection pond.
- **Landfill Gas Management** – Controlling the release of landfill gas generated by the landfill through passive venting or active collection systems. Landfills that generate less than 10,000 tonnes per year of Methane are not required to actively collect LFG and therefore use passive venting systems to manage LFG on site. The North Peace Regional Landfill is the only landfill that utilizes an active collection system where LFG is collected in a series of vertical and horizontal wells and flared. Engineering and Operating services for the active collection system are contracted out.
- **Environmental Monitoring** – Tri-annual, or quarterly monitoring of groundwater wells, surface water points, and leachate collection infrastructure. Reviewing water quality prior and downstream of the landfill footprint to ensure that landfilling operations are not affecting the either water source. The Environmental Monitoring program is contracted to an Environmental Engineering firm.
- **Cell Development** – Designing and constructing new areas within the overall landfill footprint to support the continuation of waste burial. Design and construction of a cell follows the guidance of the Operating Certificate, Design Operating and Closure Plan, and 2016 Landfill Criteria. Engineering and Construction services for the creation of new cells is contracted out when needed.
- **Cell Closures** – Installing the final cover system of a landfill to cells that have received as much waste as they were designed to. Typically the final cover systems consists of a flexible membrane, 500mm of compacted clay, a drainage layer, and 150mm of seed topsoil on top of the waste mass. Engineering and Construction services for the closing of cells is contracted out when needed.
- **Waste Disposal** – the placement of waste within a landfill cell for compaction and covering by the landfill contractor.

Landfills operate under a permit or operating certificate (OC) provided from the BC Ministry of Environment and Climate Change Strategy. These permits or OCs outline the authorized discharges, use of qualified professionals, requirements to provide Design Operations and Closure Plans (DOCPs), operating and performance requirements, landfill gas management, monitoring and sampling requirements, reporting requirements, and closure requirements.

Daily operations of a landfill follow the guidance of Design Operating and Closure Plans (DOCPs) which provides a plan to demonstrate that the facility will be planned, designed, constructed, operated and

closed in accordance with the Landfill Criteria. DOCPs are prepared by a qualified professional and updated every five years to ensure they remain current.

The three active landfills are the only sites the PRRD utilizes for managing approximately 63,000 tonnes of waste generated annually in the region. Airspace is a landfill's most valuable asset. Airspace is the volume of space on a landfill site permitted for disposal of waste. Tracking airspace consumption annually provides necessary information on the remaining years of life a landfill has based on the current filling operations. As of December, 2024, the North Peace Regional Landfill has approximately 17 years of airspace remaining, while Bessborough has 51 years, and Chetwynd has 8 years of airspace remaining.

In 2023, the PRRD procured a Qualified Professional consulting firm to begin the process of siting a new landfill in the Chetwynd area. The complete process for establishing a new landfill will take between 5 and 8 years to complete. This process will be accomplished using a 3-phased approach:

- Phase 1 – Site Selection and Feasibility Study
- Phase 2 – Permitting and Detailed Design
- Phase 3 – Construction and Commissioning

Closed Landfills

The PRRD manages 26 closed landfills within the region which are outlined in Schedule C. Closed landfills are historic sites, often referred to as dumps, where most of these sites stopped accepting waste in the late 90's or early 2000's and were replaced by a transfer station on the same property or close by. The PRRD inspects these sites annually to ensure the condition of the cover system is maintained and that no waste is being illegally disposed of on the site. Groundwater and surface water monitoring is performed at a few of the closed landfills in accordance with Ministry-mandated monitoring requirements. The PRRD has legislated requirements to monitor landfills after they close. The length of the post closure period is dependent on the amount of waste received during the landfills operating period. For the 26 closed sites the PRRD is to monitor for a 25-year period, comparatively, when the Chetwynd landfill the PRRD will have to monitor it for 100 years, while the Bessborough and North Peace will require a 200-year post closure period.

Attended Transfer Stations

The PRRD operates a network of 16 attended transfer stations throughout the region for the convenient disposal of waste by residents and efficient collection of waste prior to transporting the material to the nearest landfill. A regional map including hours of operation for attended transfer stations has been included in Schedule D.

These sites have an attendant on site during set hours of operation and collect tipping fees based on weight or volume. Attendant and hauling services for the sites are contracted through six different contracts. These sites fall into three categories based on the services that are offered:

- There are eight Tier 1 sites, which currently offer the following services:
 - Household Bagged Waste
Collected in a compactor system, customers place waste into the hopper, and at the end of the day the attendant engages the system to compact the waste into a removable 40-yard bin. Compacting waste in this fashion increases the weight of waste able to be placed in the bin by up to 4 times, creating a more efficient transportation model.

- Recycling
Collected in a 14'x32' shed, customers enter and can place recycling in any of the 8 collection bags depending on material type in the front half of the shed. Once a bag is full, the attendant moves the bag to the back half of the shed for storage. When the shed has 17 full bags, a pickup is requested through the RBC collection contractor and the material is removed.
- Share Shed
Collected in sheds varying in size, customers can leave unwanted items that are still in good working order or take any item that they find free of charge.
- Wood, and Bulky Waste
Collected at a tipping rail system, customers can ergonomically dispose of waste into roll off bins without having to lift the waste above their heads, while guard rails prevent the customers from falling into the bins.
- Metal
Collected at a tipping rail system described above at 4 sites or collected in a pile at the remaining 3. Using the pile system, customers back up to the designated pile and place their metals on the ground. When the pile becomes too long, the attendant arranges for equipment to push the material up into a pile. When a pile is ready for collection, the attendant contractor arranges for a metal recycler to load the metal and haul to a recycling market.
- Appliances
Collected in a 30 yard roll off bin, customers can back up to the bin and load appliances in the bin through the end doors. Once a bin is full, the doors are closed, and the bin is taken to the nearest landfill.
- Tires
Collected in a three-bay lock-block bunker, customers can place their used tires in one of the three bays depending on size. Once 50 tires are on site, the stewardship agency is called to collect the tires.
- Other EPR Programs
Collection methods vary but are typically located within a shelter. Customers are directed to the designated area and can leave materials. Once enough material is collected, it is either consolidated at another site for transport or the EPR group services the site directly.
- There are six Tier 2 sites, which offer a more basic collection model than the tier 1 sites.
 - Household Bagged Waste
Collected in a compactor system, customers place waste into the hopper, and at the end of the day the attendant engages the system to compact the waste into a removable 40-yard bin. Compacting waste in this fashion increases the weight of waste able to be placed in the bin by up to 4 times, creating a more efficient transportation model.
 - Recycling
Collected in a 14'x32' shed, customers enter and can place recycling in any of the 8 collection bags depending on material type in the front half of the shed. Once a bag is full, the attendant moves the bag to the back half of the shed for storage. When the shed has 17 full bags, a pickup is requested through the RBC collection contractor, and the material is removed.
 - Share Shed
Collected in sheds varying in size, customers can leave unwanted items that are still in good working order or take any item that they find free of charge.
 - Other EPR Programs (limited availability)
Collection methods vary but are typically located within a shelter. Customers are directed to the designated area and can leave materials. Once enough material is collected, it is either consolidated at another site for transport or the EPR group services the site directly.

- The Tumbler Ridge Transfer Station operates like a tier 1 site, but materials are managed in partnership between the PRRD and the District of Tumbler Ridge. The PRRD is responsible for the management of Household Bagged Waste, while the member municipality manages all other materials collected at the site:
 - Household Bagged Waste
Collected in large bins called transtors. Customers can deposit waste into a chute, while municipal collection trucks are able to use opening top lid unload curbside collection trucks. These bins are tipped into a compaction trailer and hauled on a weekly basis.
- The Mile 62.5 site operates like a tier 2 site, but material collection is not collected in a compactor.
 - Household Bagged Waste
Collected in 6-yard bins, customers can deposit waste into a chute and these bins are tipped on a biweekly schedule.
 - Recycling
Collected in a series of curb side bins sorted by material type, residents can place their recyclable in labelled containers which are picked up on a weekly schedule.
 - Share Shed
Collected in sheds varying in size, customers can leave unwanted items that are still in good working order or take any item that they find free of charge.

Schedule E provides a summary table outlining materials accepted at any PRRD landfill or transfer stations.

The PRRD performs monthly inspections of each site to check the overall condition of the site and the waste handling and collections. Additionally, the PRRD follows a preventative maintenance program of the transfer station assets if followed to ensure assets such as generators, compactors and attendant builds remain in good working order.

In 2023, the PRRD started the design process for two new attended tier 1 transfer stations in Groundbirch and Lebell. In addition, the design process will include future upgrades for the Hudson's Hope transfer station to transition the site to allow it to collect additional materials, beyond household bagged waste under the PRRD program. The new tier 1 transfer stations were planned to be constructed in 2024 but were deferred to 2025 through the 2024 budget process. Through the 2025 budget process, this project was cancelled due to concerns with the cost of construction.

As a result, the Regional Board has resolved not to proceed with any new transfer stations until a Solid Waste Collection Network Assessment can be conducted to review how the solid waste collection network consisting of 27 transfer stations and 3 active landfills is currently being used across the region. This assessment will look at travel corridors, the types and locations of facilities, and how our network compares with those in other regional districts in B.C. The purpose of this review is to better understand how the system is working today and identify options that can support long-term planning for solid waste services. No decisions are being made at this stage—the assessment will provide information and options for the PRRD Board to consider in the future.

Additionally in 2023, the PRRD purchased compaction trailers to be implemented at both Hudson's Hope and Tumbler Ridge Transfer Stations. These trailer systems will service the transtor bins on site and are anticipated to reduce to 180 disposal trips annually. Compaction trailers have been servicing the Tumbler

Ridge Transfer Station since February 5, 2024. Implementation of a compaction trailer at the Hudson's Hope transfer station began November 6, 2024 following the completion of the Hudson's Hope Tier 1 Upgrade Project.

Unattended Transfer Stations

The PRRD operates a network of 11 unattended transfer stations throughout the region for the convenient disposal of waste by residents and efficient collection of waste prior to transporting the material to the nearest landfill. A regional map for unattended transfer stations has been included in Schedule F.

These sites are open 24 hours a day, 7 days a week, and are intended to only collect household bagged waste in a series of 6-yard bins, which are tipped on a weekly schedule. During the Spring and Fall Clean-up Campaign, these sites receive a 40-yard bin for disposal of bulky waste twice annually.

Spring and Fall Clean-up Campaign

The campaign was developed to help reduce illegally dumped materials on Provincial lands. For a two-week period each spring and fall, the PRRD waives tipping fees for sorted waste originating from properties in the region. During the campaign, bulky bins are provided to all Tier 2 and Unattended transfer stations for the collection of bulky waste.

Clean-up Coupons

In 2025, the coupon program was updated. The new program provides the opportunity for all residential properties in the region to use eleven (11) coupons each for the disposal of up to \$45.00 of waste free of charge. Each coupon is valued to a maximum of \$3.75 and users can use one or multiple coupons per transaction. Coupons are valid from May 1 to April 30 and residents can use them at any point in that timeframe. Coupons were mailed to every residence in the PRRD in 2025, which will be done in 2026 as well. Residents that do not receive their coupons in 2026 are required to call the PRRD office at 250.784.3200 to get their coupons mailed or prepared for pick-up.

Tipping Fee Waiver Program

The tipping fee waiver program provides waived tipping fees of up to \$500 to volunteer groups, and up to \$3,000 for municipalities or First Nations Communities that are performing clean-ups within municipalities, First Nations Communities, or Provincial lands through Policy-0340-34.

24 Hour Access

In 2021, the PRRD initiated a pilot project at the Moberly Lake and Prespatou transfer stations to accept household bagged waste outside of business hours. The 24-hour access was implemented full time for the two sites in 2022, and in December of 2023 the PRRD expanded the pilot to the Rolla and Cecil Lake transfer stations.

GOVERNANCE, LEGISLATION, COMPLIANCE, & ENFORCEMENT

Governance

Solid Waste Management has two active committees that provide advice and direction to the Regional Board throughout the year. Currently, these committees are the Solid Waste Committee and the Public Technical Stakeholder Committee. The Terms of Reference for these committees are available in Schedule G.

Solid Waste Committee

The Solid Waste Committee (SWC) acts as a conduit between the Public Technical Stakeholder Committee and the Regional Board regarding matters relating to solid waste in the region. To do so, the SWC endeavors to ensure regulatory provisions are appropriate to program delivery and recommend amendments to the Board and staff, as well as adhering to the RSWMP and approving the annual draft Solid Waste budget. Meetings are held quarterly and are open to members of the public and are video recorded. All meeting agendas and past meeting minutes are advertised and stored on the PRRD website, which are available here: <https://prrd.bc.ca/agendas-minutes/>.

Public Technical Stakeholder Committee

The Public Technical Stakeholder Committee (PTSC) oversees the implementation of the RSWMP and makes recommendations to the SWC. This process includes an annual review of the proposed Annual Solid Waste Strategic Plan, and recommended approval of the strategic plan, including the proposed work plan for the upcoming year, to the SWC. Through this process, the PTSC also provides recommendations on strategies within the RSWMP that should be considered for inclusion in the work plan for the subsequent year.

Members are contacted directly, as well as through general open invitations on the PRRD website and social avenues. Memberships are open to all who are interested in solid waste management. The Membership will be continuous through the term of the most current RSWMP. Meetings are held once annually within quarter four of the year and are open to members of the public. Agendas and past meeting minutes are advertised and stored on the PRRD website, which are available here: <https://prrd.bc.ca/agendas-minutes/>.

Public and Technical Advisory Committee

Every ten years the RSWMP requires a fulsome update as legislated through the Province. At this time, the Public and Technical Advisory Committee (PTAC) is activated and the PTSC is deactivated. PTAC was created to support the update of the RSWMP and help develop preferred options for waste management in the region for the next 10-15 years. The main role of the PTAC is to be an advisory committee and provide recommendations to the PRRD for amendments to the RSWMP. Regional District staff will bring these recommendations to the Committee of the Whole, as the Committee of the Whole is the decision-making body during a RSWMP update. Meetings are held in coordination with the update of the RSWMP, the next update will begin in 2031.

Legislation Involved

Solid Waste management is enforced by federal and provincial legislation, as well as through local Bylaw.

- Local Government Bylaws:
 - Bylaw 1044, 1996 – Regional Solid Waste Management Local Service Area Establishment
<https://www.prrd.bc.ca/our-government/bylaws/>
 - Bylaw 2025, 2023 – Solid Waste regulation and Fees Bylaw
<https://www.prrd.bc.ca/our-government/bylaws/>

- Bylaw 1160, 1998 – Progress Unattended Transfer Station
[N:\09 Legislative and Regulatory Services\3900 Bylaws\30 Adopted Bylaws\Solid Waste\Transfer Stns](N:\09_Legislative_and_Regulatory_Services\3900_Bylaws\30_Adopted_Bylaws\Solid_Waste\Transfer_Stns)
- Bylaw 1217, 1999 – Lone Prairie Unattended Transfer Station
[N:\09 Legislative and Regulatory Services\3900 Bylaws\30 Adopted Bylaws\Solid Waste\Transfer Stns](N:\09_Legislative_and_Regulatory_Services\3900_Bylaws\30_Adopted_Bylaws\Solid_Waste\Transfer_Stns)
- Bylaw 1293, 2000 – Sukunka Unattended Transfer Station
[N:\09 Legislative and Regulatory Services\3900 Bylaws\30 Adopted Bylaws\Solid Waste\Transfer Stns](N:\09_Legislative_and_Regulatory_Services\3900_Bylaws\30_Adopted_Bylaws\Solid_Waste\Transfer_Stns)
- Bylaw 1866, 2009 – Taylor Unattended Recycling Depot
[N:\09 Legislative and Regulatory Services\3900 Bylaws\30 Adopted Bylaws\Solid Waste\Transfer Stns](N:\09_Legislative_and_Regulatory_Services\3900_Bylaws\30_Adopted_Bylaws\Solid_Waste\Transfer_Stns)
- Provincial Legislation:
 - BC Environmental Management Act:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03053_00
 - BC Landfill Criteria for Municipal Solid Waste:
https://www2.gov.bc.ca/assets/gov/environment/waste-management/garbage/landfill_criteria.pdf
 - BC Contaminated Sites Regulation:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/375_96_00
 - BC Landfill Gas Management Regulation:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/391_2008
 - BC Organic Matter Recycling Regulation:
<https://www2.gov.bc.ca/gov/content/environment/waste-management/food-and-organic-waste/regulations-guidelines>
 - BC Recycling Regulation:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/449_2004
 - BC Water Quality Guidelines:
<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-quality/water-quality-guidelines/approved-water-quality-guidelines>
 - Guidance on Specified Risk Material:

<https://inspection.canada.ca/food-guidance-by-commodity/meat-products-and-food-animals/srm/eng/1369768468665/1369768518427>

- Ozone Depleting Substances and Other Halocarbons Regulation:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/36_387_99

- Federal Legislation:

- Environment and Climate Change Canada:

<https://www.canada.ca/en/environment-climate-change/services/environmental-indicators/greenhouse-gas-emissions/large-facilities.html>

- Landfill Methane Recovery and Destruction:

<https://www.canada.ca/en/environment-climate-change/services/climate-change/pricing-pollution-how-it-will-work/output-based-pricing-system/federal-greenhouse-gas-offset-system/compendium-protocols/landfill-methane-recovery-destruction.html>

The General Manager of Environmental Services, Solid Waste Manager, and Solid Waste Foreman are responsible for ensuring the PRRD is compliant under all local, provincial, and federal regulations.

Compliance and Enforcement Regime

Compliance is enforced through the BC Ministry of Environment and Parks (MoEP) Compliance and Environmental Enforcement Division. Environmental Protection Officers perform desktop and on-site investigations to ensure the PRRD is following the applicable permit and regulatory requirements.

PLANS, STRATEGIES, AND GUIDING DOCUMENTS

Peace River Regional District Strategic Plan

The Strategic Plan is a guiding document that reflects the goals, priorities and objectives of the PRRD Board. The Plan provides a roadmap for decision-making, resource allocation and helps to align the efforts of the organization and its employees. A well-crafted strategic plan is crucial to achieve long-term success by ensuring that the organization's resources are concentrated toward a common and sustainable vision.

Regional Solid Waste Management Plan

In BC, every regional district is mandated by the Environmental Management Act to develop a Regional Solid Waste Management Plan (RSWMP) that provides a long-term vision for solid waste management, including waste diversion and disposal activities. Plans are updated on a regular basis to ensure they reflect regional districts' current needs, as well as current market conditions, technologies and regulations. A complete review of the RSWMP occurs every ten years. The PRRD has developed two plans since 2008:

Original Plan Date	Updates	Status	Link
2008 RSWMP	2016	Replaced	Available Upon Request
2022 RSWMP	2025 (ongoing)	Approved & Adopted	Available on the PRRD Website: Plans, Studies, and Assessments

Currently, the PRRD is working through the 2022 RSWMP as approved by the BC Ministry of Environment and Climate Change Strategy on October 5, 2022 and adopted by the Regional Board on October 27, 2022. The RSWMP follows nine guiding principles:

1. Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts;
2. Promote zero waste approaches and support a circular economy;
3. Prevent organics from going into the garbage wherever practical;
4. Maximize beneficial use of waste materials and manage waste and divertible materials appropriately;
5. Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical;
6. Prevent recyclables from going into the garbage wherever practical;
7. Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical;
8. Level the playing field within Regions for private and public solid waste management facilities;
9. Ensure all waste materials are managed responsibly as technology or local options are developed.

These nine guiding principles helped shape the sixteen strategies within the RSWMP, these strategies are broken into five headings:

Waste Diversion	1. Lobby for improved EPR programs in the PRRD. 2. Promote and educate on the pollution prevention hierarchy. 3. Research agricultural plastics recycling options. 4. Increase waste diversion in the ICI sector through promoting the waste hierarchy. 5. Improve collection of hazardous waste and targeted EPR materials. 6. Increase diversion of construction and demolition waste through promoting the waste hierarchy.
Increase Organics Diversion	7. Establish organics processing capacity in the Region. 8. Support curbside collection of compostable organics in member municipalities.
Energy Recovery	9. Assess suitability of technologies for energy recovery for organics in the Region. 10. Assess suitability of technologies for energy recovery for residual waste.
Improve Residual Waste Management	11. Improve accessibility and efficiency of the solid waste network. 12. Monitor the PRRD's three active landfills to continually assess long-term disposal options. 13. Develop an illegal dumping strategy. 14. Develop an emergency debris management plan.
Solid Waste Management Funding	15. Set limits on recycling costs and implement other management methods as necessary. 16. Continually assess financial model used to fund the solid waste system.

A table summarizing all the strategies and sub strategies is available in Schedule H.

LEGISLATED REPORTING REQUIREMENTS

The PRRD is required to submit regular reports to both the Provincial and Federal Governments. Of these reports, some may be completed by PRRD staff, whilst others are required to be completed by a Qualified Professional (QP).

Provincial Reporting

Under the permits for waste disposal sites at active and closed landfills, the PRRD is required to submit the following annual reports to the MoECCS:

- A QP generated Annual Operations and Monitoring Report for each of the three active landfills. Each of these reports detail the tonnage of waste received, diverted and landfilled, remaining life, implementation of the DOCP, summary of environmental monitoring, and summary of work planned for the next calendar year.
- Closure status reports of the 26 for closed landfills. PRRD solid waste staff are able to complete and submit these reports which outline the condition of the cover system, evidence of unauthorized access, results of monitoring plans, work completed, and work planned of the following calendar year
- A QP generated Landfill Gas Generation Assessment Report for the BBLF and CHLF assessed every five years. These reports evaluate the amount of methane generated by the respective landfill if a site generates more than 1,000 tonnes of methane the site requires an LFG Management Design Plan.
- A QP generated annual Landfill Gas Report for the North Peace Regional Landfill, landfill gas capture system. This report outlines the operations of the LFG capture system, volume of gas collected, volume of gas managed, downtime of the system, and plans for the following calendar year.

Federal Reporting

Annually the PRRD must report to the Federal Government on the following:

- LFG generation of the 3 active landfill sites This report outlines the operations of the LFG capture system, volume of gas collected, volume of gas managed, downtime of the system, and plans for the following calendar year.
- GHG generation of the North Peace Regional Landfill. This report is required for any site that generates more than 10,000 tonnes or more of GHGs in carbon dioxide equivalent units and illustrates the amount of GHGs produced by the landfill based on the type of waste received, environmental conditions and onsite activities.

2026 SOLID WASTE WORK PLAN

The Solid Waste Workplan is composed of two key areas:

1. **Sustaining Current Operations:** action items required as per the environmental services department priorities and Regional Board resolution.
2. **RSWMP Implementation:** action items to be completed as per the RSWMP.
3. **Capital projects are identified in red text.**

Identify all owned and occupied solid waste lands

- Ensure 100% compliance with agreements, contracts, permits and land use (ALR) by the end of 2026.

Bylaws

- Ensure all bylaws align with operational intentions.
- Complete an annual review of bylaws, consolidation of bylaws and updated fee structures for all solid waste bylaws.

Policy and Procedures

- Ensure that policies and procedures align with all pertinent bylaws and permitting requirements.
- Create policy and procedures to direct staff/contractors on how to operate within the bylaw and permits for each SW site.

Development/Updating of Operational Plans

- Ensure all SW sites have an up-to-date operational plan which includes the following: site location, history, permit/legislation requirements, current and desired levels of service, annual work plan, planned upgrades/capital works within the next 5 years focussed on diversion and environmental sustainability, budget, FTE requirements.
 - Expand the upgrades/capital works information within each operational plan in 2026.

Asset Management

- Create and or update the maintenance requirements for all solid waste assets.
- Ensure proper budgeting for replacement of all solid waste assets.
- Review levels of services for each of the different program areas through the 2026 SW collection network assessment. – 2A, 5A, 5B, 11A, 16A, 16B

Procurement

- Ensure compliance with procurement policy and thrifty sourcing of supplies, materials, and services.
- Host bi-monthly contractor meetings with contracted services providers for all solid waste sites.
- Ensure all contract obligations are being adhered to.

Project Management

- Use proper project management documentation, including utilizing the business case, project charter, work breakdown structure and communication planning (where engagement is required) for 100% of solid waste projects.

Tracking of Resources

- Utilize Cityworks for 100% of workorders for maintenance of SW assets.

Accessibility

- Identify assets that requiring accessibility upgrades to develop and implement strategies that allow for inclusion of all people in the service or asset.
- Complete a Solid Waste Collection Network Assessment to review the existing system and provide options for the future network planning – 2A, 5A, 5B, 11A, 16A, 16B

Safety

- Develop SOPs for equipment and activities related to solid waste maintenance.
- Follow up on any incidents with a clearly defined SOP, applicable training and incident tracking.
- Continue with training and certification of staff and contractors to ensure WCB compliance.

Strengthening Partnerships

- Ensure memorandum's of understanding and servicing agreements are in place with all neighbouring First Nation communities (expiring March 31, 2026).
- Ensure servicing agreements are in place with shared partners in service delivery.
- Ensure servicing agreements are in place with member municipalities.

Education and Awareness

- Increase Site Signage at unattended transfer stations for littering, sites that host Cleanfarms programs for Agriculture plastics and new stewardship program offerings at applicable sites.
- Weekly social media posts highlighting existing waste diversion programs and Special Projects Updates
- Respond to customer inquiries and reports within 72 business hours.
- Maintain a tracking sheet for reported instances of illegal dumping to assist in establishing the extents and scale of the illegal dumping in the region. – 13A, 2
- Promote public outreach to prevent illegal dumping and littering and how to report occurrences. – 13E

Waste Reduction/Diversion Programming

- Recycling Program
 - Collect packaging and printed paper through the 13 RBC and 10 RSC depots.
- Extended Producer Responsibility Programming (EPR).
 - Administer existing EPR programs at attended transfer stations and landfills.
 - Maintain membership with the BC Product Stewardship Council to advocate for improved services through EPR programs through participation in monthly meetings, and reviewing and providing feedback EPR plans provided to the BCPSC for consultation. - 1A,B,C,D
- Waste Segregation
 - Provide waste diversion opportunities for divertible materials such as metals, wood, tires, appliances at PRRD landfills and tier 1 transfer stations through 2026.
- Share Sheds
 - provide share shed access at the current network of 17 share sheds at landfill and attended transfer stations through 2026.
- Organics Processing
 - Continue the Bessborough Landfill windrowing pilot in 2026 and operate the program for intended three-year timeframe ending October 2027. – 7A
- Agricultural Plastics Collection Pilot
 - Administer the Agricultural Plastics program in conjunction with Cleanfarms at the eight participating PRRD landfills and Transfer Stations – 3B
- 24 Hour Access

- Administer 24-hour collection at the Moberly Lake, Prespatou, Rolla and Cecil Lake transfer stations and include the program details in the 2026 SW network collection assessment to provide feedback on program sustainability and levels of service – 11B

Waste Collection and Handling

- Active Landfills
 - Continue the feasibility study for phase one of the siting a new landfill in the Chetwynd area project and update the Regional Solid Waste Management Plan to include the location of a new landfill. – 12A,12C
 - Perform monthly inspections of the three active landfills.
 - Complete Conformance Reviews and Design Operating and Closure Plan updates at the three active landfills.
- Closed Landfills
 - Perform annual inspections of the 26 closed landfills.
 - Perform repairs to cover systems in follow up to the annual inspections as required.
- Attended Transfer Stations
 - Perform monthly inspections of the 16 attended transfer stations and follow the preventative maintenance program for all assets identified.
- Unattended Transfer Stations
 - Perform monthly inspections of the 11 unattended transfer stations and follow the preventative maintenance program for all assets identified.
- Spring and Fall Clean-up Campaign
 - Administer the spring campaign between June 1 and June 14, 2026. – 13F
 - Administer the Fall campaign between October 5 and October 18, 2026. – 13F
- Clean-up Coupons
 - Administer the Clean-up Coupon program in 2026. – 13F
- Tipping Fee Waiver Program
 - Support the administration of the Tipping Fee Waiver Program, as required.

Reporting and Data Management

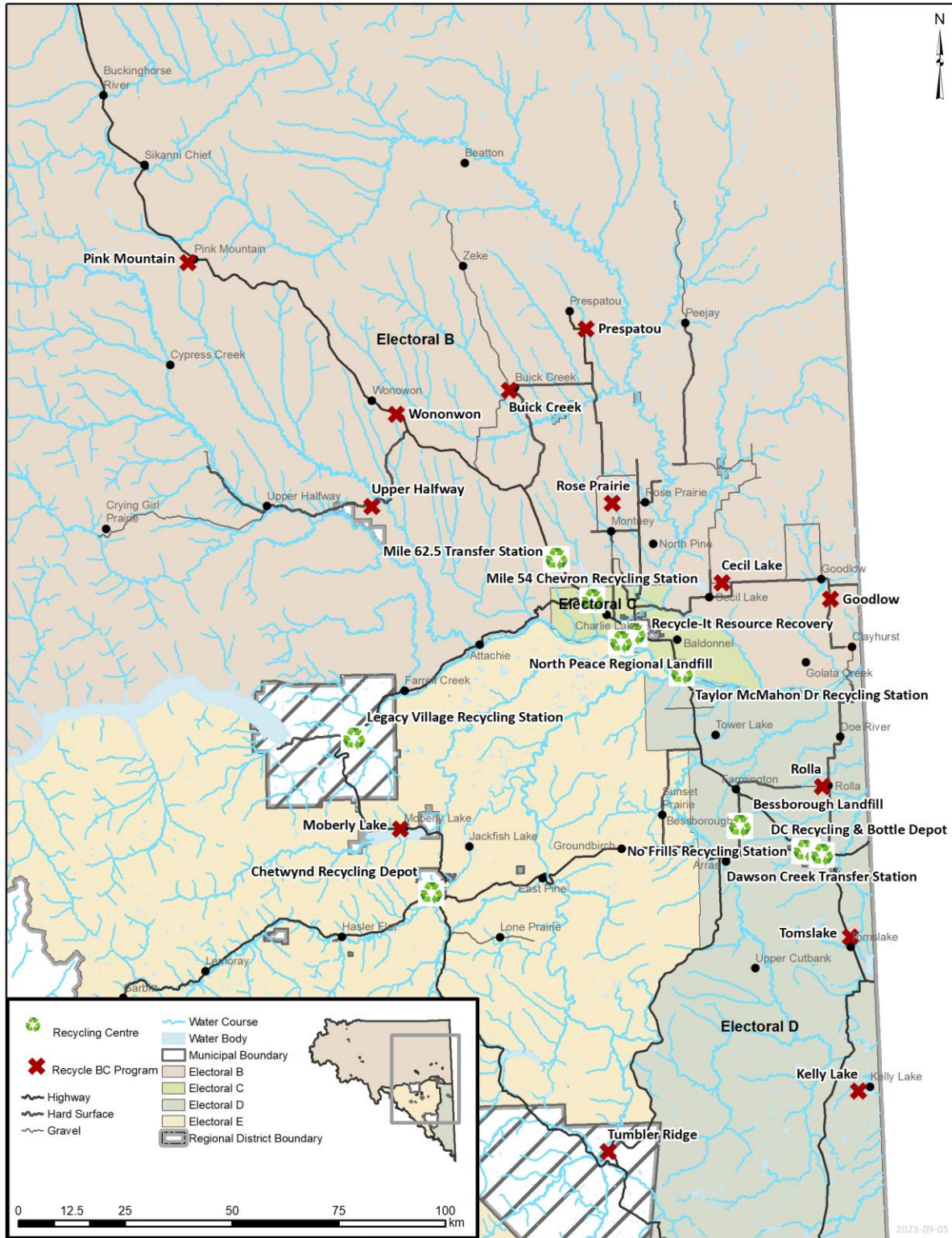
- Local
 - Implement a Regional Board approved Solid Waste Strategic Plan in 2026.
 - Prepare a 2026 Solid Waste Annual report.
 - Review and update the 72 operational plans for all landfills and transfer stations.
 - Host quarterly Solid Waste Committee meetings.
 - Host an annual PTSC meeting.
- Provincial
 - Submit all required provincial reports or surveys prior to the submission deadline.
- Interprovincial
 - Host an annual SW interprovincial meeting with neighbouring and bordering Alberta Counties.
- Federal
 - Submit all required provincial reports or surveys prior to the submission deadline

New Projects

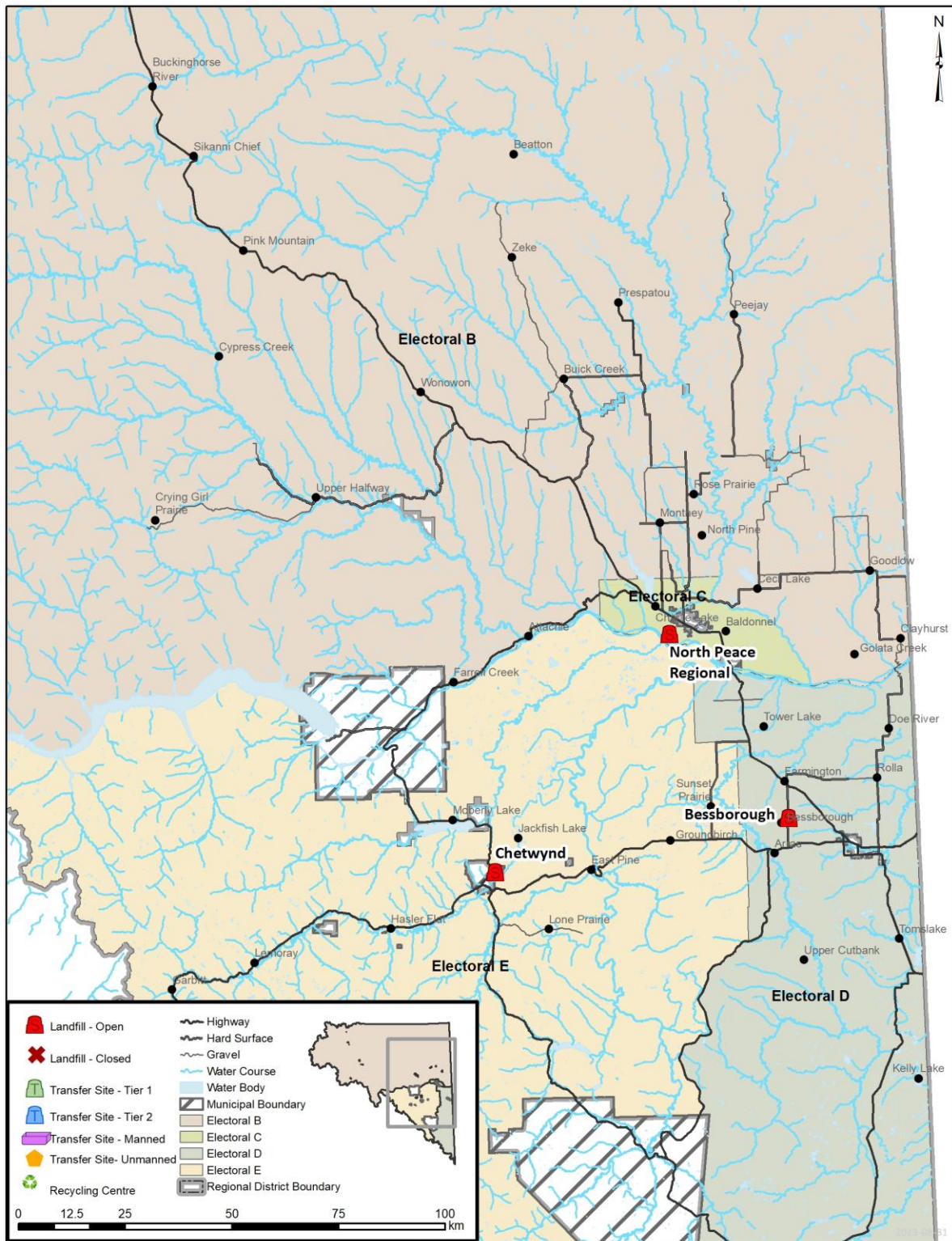
- Initiate the construction of the cover remediation project at the Dawson Creek Closed Landfill.
- Complete a full condition assessment of the NPRLF Flare System
- Initiate the design of Phase 4B landfilling cell at the Bessborough Landfill.

SCHEDULES

Schedule A: Recycling Stations Location Map



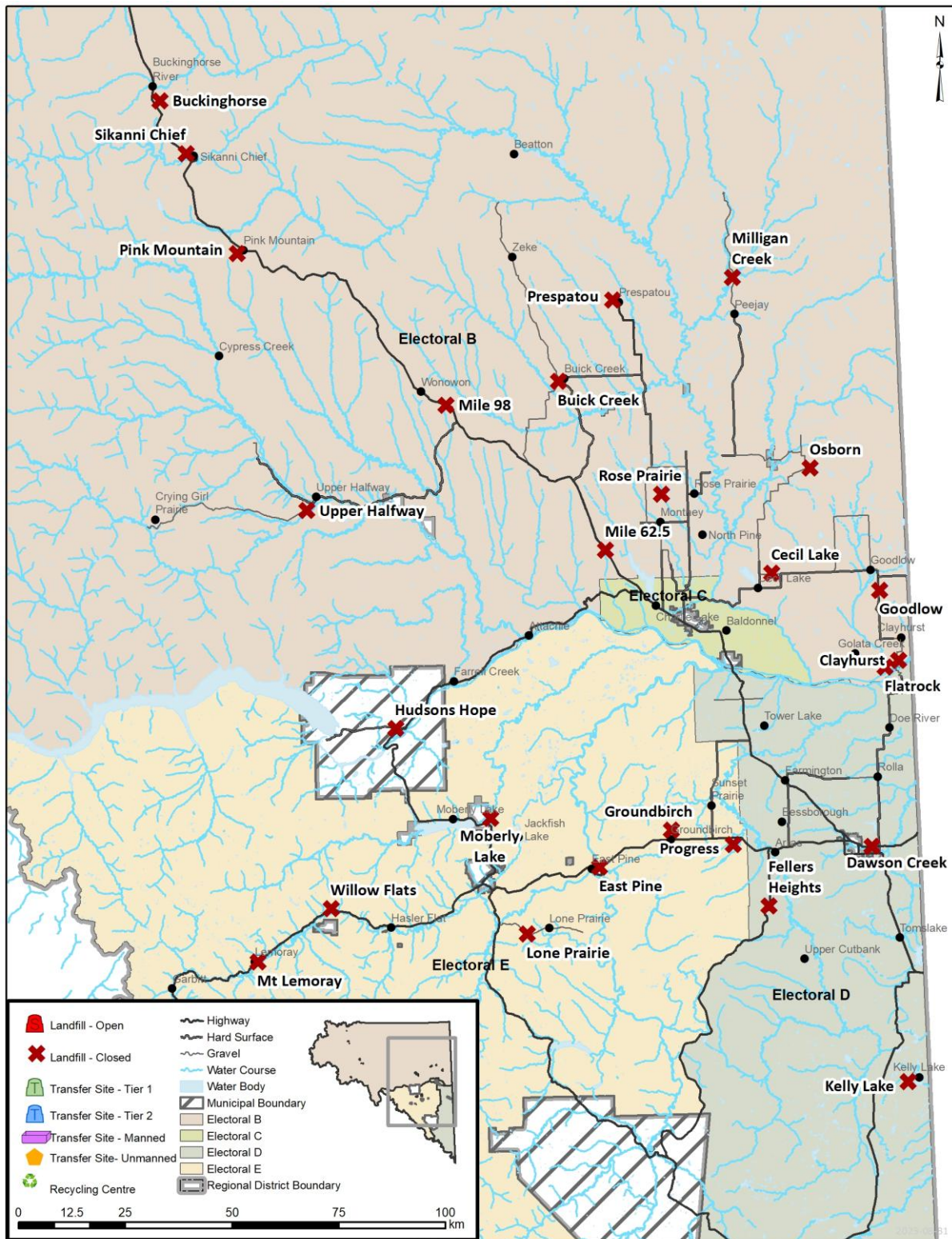
Schedule B: PRRD Active Landfills Location Map and Hours of Operation



Hours of operation and locations for the sites are also available on the PRRD website here:

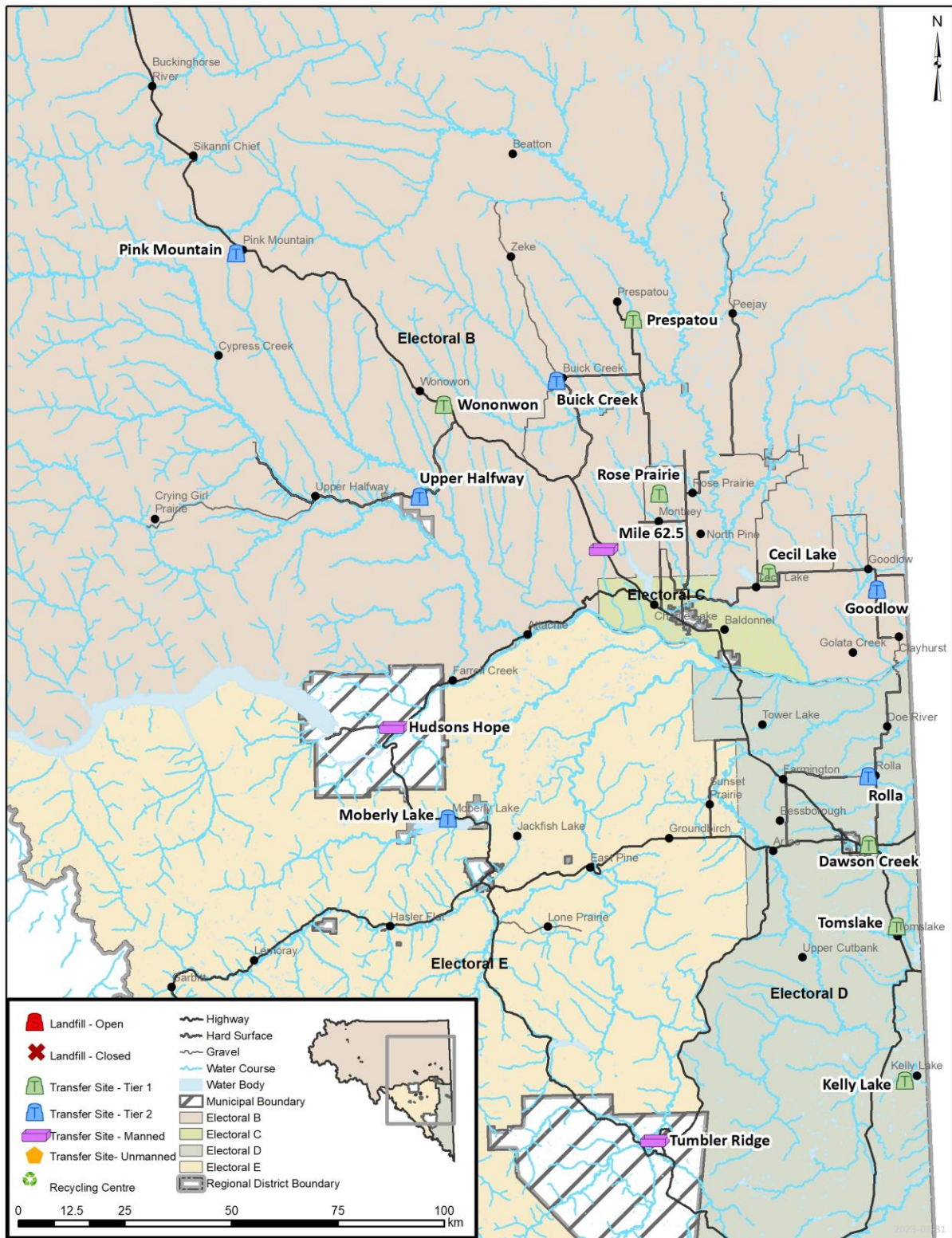
<https://prrd.bc.ca/services/garbage-and-recycling/#landfills-transfer-stations>

Schedule C: PRRD Closed Landfills Locations Map



Hours of operation and locations for the sites are also available on the PRRD website here: <https://prrd.bc.ca/services/garbage-and-recycling/#landfills--transfer-stations>

Schedule D: Attended Transfer Station Location Map



Hours of operation and locations for the sites are also available on the PRRD website here: <https://prrd.bc.ca/services/garbage-and-recycling/#landfills-transfer-stations>

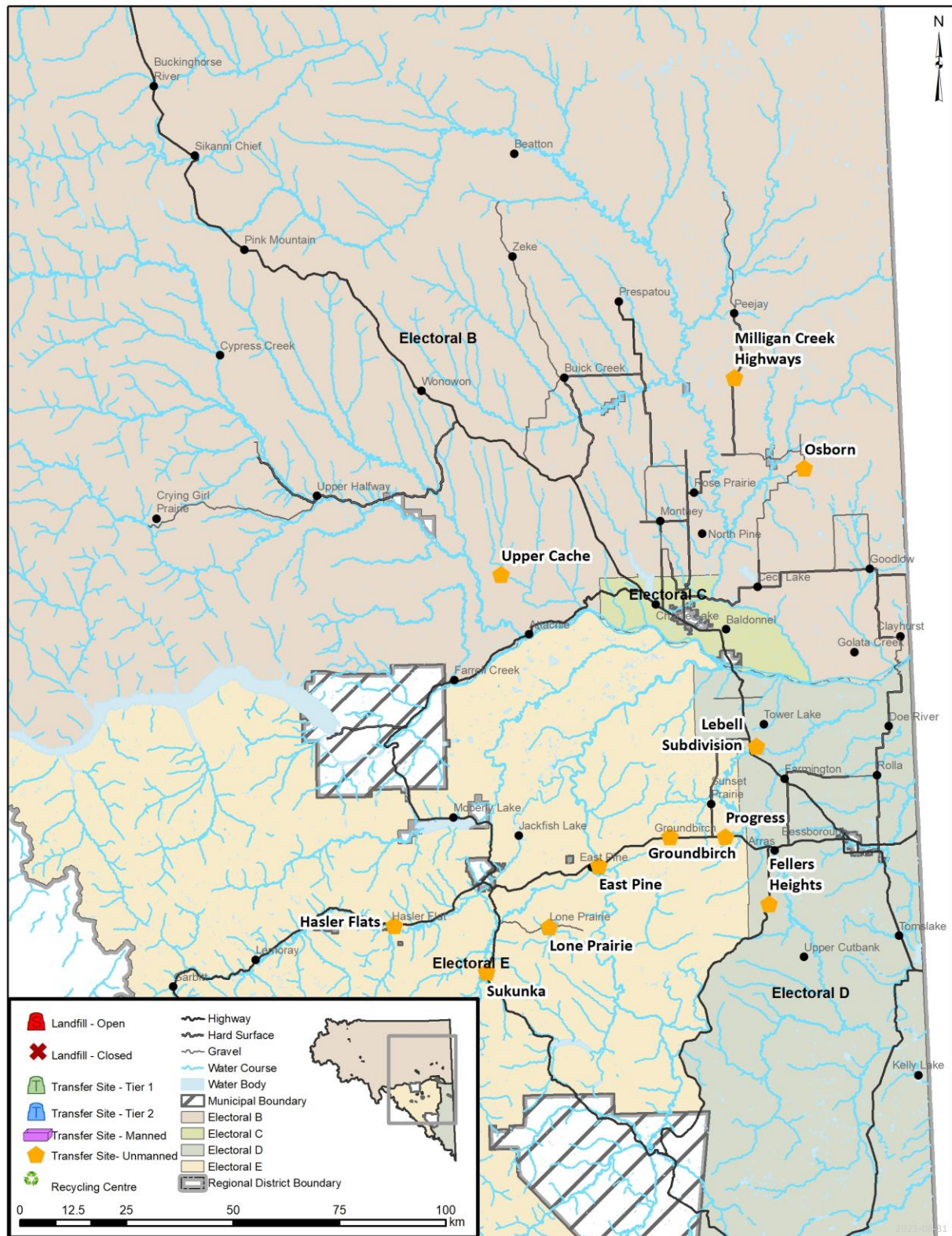
Schedule E: PRRD Materials Acceptance Table

		Landfills				Tier 1								Tier 2				Transfer Sites			
		Bessborough Landfill	Chetwynd Landfill	North Peace Regional Landfill	Cecil Lake Transfer Station	Dawson Creek Transfer Station	Hudson's Hope Transfer Site	Kelly Lake Transfer Station	Presparton Transfer Station	Rose Prairie Transfer Station	Toms Lake Transfer Station	Worowon Transfer Station	Buck Creek Transfer Station	Goodlow Transfer Station	Moberly Lake Transfer Station	Pink Mountain Transfer Station	Rolla Transfer Station	Upper Halfway Transfer Station	Mile 62.5 Transfer Station	Tumbler Ridge Transfer Site	Unattended Sites
PRRD Programs	Bagged Household Waste	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Bulky Waste	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Metal Waste	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Wood Waste	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Major Appliances (Non-EPR)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Lead Acid Batteries (Non-EPR)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Concrete	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Propane Tanks	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Invasive Plants	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Agricultural Plastics (Twine and Share Shed)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Household Recycling (Recycling Services Contractor)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
Extended Producer Responsibility (EPR) Programs	Household Recycling (Recycle BC)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Tires (Tire Stewardship)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Used Oil and Antifreeze (Interchange Recycling - formerly BCUOMA)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Paint, Household Hazardous Waste, Lights, and Alarms (Product Care)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Household Batteries (Call2Recycle)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Major Appliances - Fridges (MARR)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Electronics (Return-It Electronics and Small Appliances (Eleetro Recycle)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	(OPEI)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Lead Acid Batteries (Canadian Battery Association)	EPR is generally retailer based, slowly starting to work with local governments																			
	Pesticide Containers (Clean Farms)	Program is no longer offered at TS. Program has moved completely to return to retailer. Was previously offered at Dawson Creek TS																			
	Thermostats (Thermostat Recovery)	EPR is retailer based and private recycling based																			
	Medications (Health Products)	EPR is retailer based																			
	Beer Containers (BRCCC)	EPR is retailer based																			
Beverage Containers (Return-It Beverage)	EPR is retailer based																				

- Operating at PRRD run sites
- Will be operational soon
- Newly Operating at PRRD run sites

- Operating at PRRD run sites
- ♦ Will be operational soon
- Newly Operating at PRRD run sites

Schedule F: Unattended Transfer Station Location Map



Solid Waste Committee Terms of Reference

1. Background:

- 1.1 The Peace River Regional District (PRRD) developed a Regional Solid Waste Management Plan that was approved in 2022. The current Plan addresses five key areas:
 - a. Strategies to Encourage Reduction, Reuse and Recycling
 - b. Strategies to Increase Organics Diversion
 - c. Strategies to Increase Energy Recovery
 - d. Strategies to Improve Residual Waste Management
 - e. Strategies for Solid Waste Management Funding

2. Role of the Committee:

- 2.1 The general purpose of the Solid Waste Committee of the Peace River Regional District (SWC) is to act as the conduit between the Public Technical Stakeholder Committee (PTSC) and the Peace River Regional District Board regarding matters relating to Solid Waste in the region. The SWC will ensure the following actions are followed:
 - a. To ensure regulatory provisions are appropriate to program delivery and recommend amendments to the Board and staff;
 - b. Adhere to, and amend as appropriate, the Regional Solid Waste Management Plan; and,
 - c. Approve the annual draft Solid Waste budget.

3. Structure of the Solid Waste Committee:

- 3.1 Members: The SWC will consist of six (6) Board members as appointed by the Chair and will consist of:
 - i. Director from the City of Dawson Creek, or their alternate ;
 - ii. Director from the City of Fort St. John, or their alternate;
 - iii. Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, or Village of Pouce Coupe or District of Tumbler Ridge);
 - iv. Director or alternate director from one additional municipality in the North Peace (District of Hudson's Hope or District of Taylor);
 - v. Director or alternate director from the North Peace (Electoral Area 'B' or 'C');
 - vi. Director or alternate director from South Peace (Electoral Area 'D' or 'E');
 - vii. PRRD Board Chair, as ex-officio member;
 - viii. Appropriate Regional District staff person – non-voting.
- 3.2 The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis.
- 3.3 In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings.

4. Meetings:

- 4.1 The Committee shall meet as approved in conjunction with the Board meeting schedule each year;
- 4.2 Meetings will be open to the public;
- 4.3 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;

- 4.4 The PRRD Board Chair will be given a copy of all Committee meeting agendas;
- 4.5 The Committee has the authority to add or reschedule its meetings as necessary.
- 4.6 The Committee has the authority to call special committee meetings as necessary.

5. Procedures:

- 5.1 Quorum – at least one-half of the members of the Committee;
- 5.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.
- 5.3 Advisory Sub-Committees – the Chair and Vice-Chair of the Solid Waste Committee shall be the Chair and Vice-Chair of any advisory sub-committee formed by the Solid Waste Committee, approved by the Regional Board.

Date Committee Established	March 10, 2016	Board Resolution #	RD/16/03/31
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/14
Amendment Date	November 24, 2022	Board Resolution #	RD/22/11/12 (24)
Amendment Date	May 1, 2025	Board Resolution #	RD/25/05/11
Amendment Date			

Solid Waste Public and Technical Stakeholder Committee

Terms of Reference

1 BACKGROUND:

1.1 Regional Districts in British Columbia are mandated by the Provincial *Environmental Management Act* to develop Regional Solid Waste Management Plans (RSWMP). The most recent RSWMP was approved in October, 2022, and is a long term vision for how the Peace River Regional District (PRRD) will manage municipal and rural solid waste for the next 10 years. The RSWMP identifies the need to create a Public Technical Stakeholder Committee (PTSC) which will monitor the implementation and effectiveness of the RSWMP and identify concerns and issues that have arisen during its implementation that may require changes.

2 GOAL OF THE COMMITTEE:

2.1 The intent of the Public Technical Stakeholder Committee (PTSC) is to oversee the implementation of RSWMP and make recommendations to the PRRD Solid Waste Committee (SWC).

2.2 When the need for a major amendment has been identified through implementation of the 10-year RSWMP timeframe, the PTSC will act as an Advisory Committee to provide advice and feedback on consultation activities with the stakeholders provided in the consultation plan for these planned amendments to the SWC.

3 OBJECTIVES:

3.1 To act as a sounding board for the PRRD to review results of feasibility assessments, including cost benefit analysis, and pilot programs;

3.2 To identify concerns and issues that may arise in the implementation process;

3.3 To make suggestions for the annual Solid Waste Strategic Plan for approval by the Regional Board; and

3.4 To review the annual report prior to recommending the approval by the Regional Board.

4 AUTHORITY:

4.1 The PTSC makes recommendations to the PRRD Board via the SWC. The Board is the final authority on decisions.

5 COMMITTEE ORGANIZATION:

5.1 A Chair and Vice Chair will be appointed by the SWC.

5.2 The General Manager of Environmental Services and the Solid Waste Manager, and/or designate.

5.3 Secretarial services will be provided by the PRRD.

5.4 Members may be chosen to form an Advisory Committee and provide technical advice.

6 MEMBERSHIP:

6.1 The PTSC will be comprised of representation from the following:

- 6.1.1 Member municipalities staff;
- 6.1.2 First Nation neighbor's;
- 6.1.3 PRRD waste management contractors and partners;
- 6.1.4 public agencies such as the Ministry of Environment and Climate Change Strategy;
- 6.1.5 private and non-profit sectors;
- 6.1.6 industry and institutional representatives; and
- 6.1.7 the general public.

6.2 Members will be contacted directly, as well as general open invitations on the PRRD website and social avenues.

6.3 Memberships will be open to all who are interested in solid waste management.

6.4 The Membership will be continuous through the term of the most current RSWMP.

7 REMUNERATION AND EXPENSES:

7.1 Membership to the PTSC shall be strictly on a volunteer basis. Compensation from the PRRD for work performed as a member of the PTSC will be provided as follows:

- 7.1.1 Per the Regional Board's Financial Policy, mileage will be paid to all volunteer members of the PTSC (except Ministry Staff and paid members of Commissions).
- 7.1.2 Refreshments and lunch meal (if required) will be provided at all meetings.

8 RULES OF PROCEDURE:

8.1 Robert's Rules of Order apply.

8.2 The PTSC is advisory and all recommendations will be forwarded to the Regional District Solid Waste Committee or Regional Board for consideration.

8.3 All issues that come before the PTSC shall be recorded in the minutes and presented to the SWC for further review and approval.

8.4 **Conflict of Interest:** Persons sitting as Committee members shall exclude themselves from meetings that may place them in conflict of interest.

9 MEETINGS OF THE PUBLIC TECHNICAL STAKEHOLDER COMMITTEE:

9.1 Scheduled Meetings:

- 9.1.1 Meetings of the PTSC will take place annually within quarter 4, prior to the first annual Solid Waste Committee Meeting of each year.

9.2 This schedule is subject to change. All regular agendas and meeting dates shall be arranged by the PRRD in consultation with the PTSC members. All meeting dates will be confirmed at least two weeks prior to the meetings with agendas being provided to the PTSC members and other interested parties at least one week prior to meetings.

Agendas will also be posted on the Peace River Regional District website at www.prrd.bc.ca.

10 MINUTES:

10.1 Notes and action items arising from each meeting will be documented and attached to the following SWC meeting agenda.

11 REPORTING TO THE PRRD SOLID WASTE COMMITTEE:

11.1 Recommendations adopted by the PTSC will be presented to the PRRD Solid Waste Committee or Regional Board by way of a covering report drafted by PRRD staff.

Date Committee Established			November 24, 2022
Date Approved by Board	November 24, 2022	Board Resolution#	RD/22/11/11 (24)
Amendment Date	February 20, 2025	Board Resolution #	RD/25/02/26
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	

Schedule H: RSWMP Strategies Progress Tracking

WASTE DIVERSION

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
STRATEGY 1: Lobby for improved EPR programs in the PRRD										
1A. Lobby for a provincial EPR program for single-use items.	•	Continue								
1B. Lobby for better service levels for existing EPR materials.	•	Continue								
1C. Lobby for ICI to be included in current and future EPR Programs.	•	Continue								
1D. Lobby for inclusion of new materials, regardless of source (residential or ICI), under the Recycling Regulation.	•	Continue								
STRATEGY 2: Promote and educate on the pollution prevention hierarchy										
2A. Adopt successful waste reduction campaigns used in other regions to target residents.										
2B. Equip each share shed with a “share board” to encourage the reuse of bulky items.	✓									
2C. Host, organize, and/or support repair activities through such as repair cafés, “maker spaces”, or similar in targeted communities.										
2D. Provide clear information on recycling options, including how to segregate materials, what happens to them, and the benefits of recycling.		Plan to Do								
2E. Educate on the cost of recycling in the Region and ways costs can be reduced.										
2F. Adopt a procurement policy that supports the waste hierarchy										
STRATEGY 3: Research options for recycling agriculture plastics										
3A. Continue investigating attainability of recycling agricultural plastics. PRRD will implement pilot when deemed economically feasible.	•	Continue								
STRATEGY 4: Increase ICI waste diversion by promoting the waste hierarchy										
4A. Establish an ICI Waste Working Group to develop an overall ICI waste diversion strategy that identifies specific waste diversion initiatives supported by members as needed.										
4B. Support or organize a waste reduction forum or workshop for targeted businesses.										
4C. Develop guidance information for organizations on how to redistribute food to people in need rather than wasting.										
4D. Increase ICI disposal fees for sorted waste, unsorted waste, controlled, and restricted waste and carry out education and outreach program(s) to implement changes and improve waste diversion.	•	Continue								
STRATEGY 5: Improve collection of hazardous waste and targeted EPR materials										
5A. Identify cost-effective ways of offering mobile or periodic collection of hazardous wastes and targeted EPR materials at locations where service gaps exist. This may include partnering with stewardship or private organizations to support round-up events. PRRD will implement the temporary collection if deemed feasible.	•	Continue								
5B. Investigate potential partnerships with stewardship organizations to offer permanent drop-off of hazardous wastes and targeted EPR materials at locations where service gaps exist. PRRD will pilot a permanent collection option and establish more permanent drop-off locations if it is deemed viable.										
STRATEGY 6: Increase diversion of construction and demolition waste by promoting the waste hierarchy										
6A. Encourage reduction and reuse of C&D materials.										
6B. Investigate feasibility of reusing or recycling additional C&D materials and implement pilot when deemed feasible.										
6C. Increase differential tipping fees and incentives to encourage source separate and diversion of C&D Waste.	✓									
6D. Provide education on the importance of source separation and diversion of C&D waste.		Plan to Do								

ORGANICS

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
STRATEGY 7: Establish organics processing capacity in the Region										
7A. Pilot small-scale composting processes at PRRD’s facilities and establish larger scale processes at suitable sites if pilot is deemed successful and cost-effective.	•	Continue								
7B. Reassess the feasibility of a large-scale organics processing facility (such as a Regional AD Facility) and how it compares with small-scale solutions.	•	Continue								
7C. PRRD will implement small-scale composting processes and/or a large-scale organics processing facility if deemed viable										
STRATEGY 8: Support the organics diversion in the Region										
8A Support ICI and residential programs that promote organics diversion in the Region.										
8B Investigate the feasibility of accepting organics at suitable solid waste sites for on-site processing or transfer to a central facility.										

ENERGY RECOVERY

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
STRATEGY 9: Assess suitability of technologies for energy recovery for organics in the Region										
9A. Re-assess option to process organic waste (including biosolids) at a Regional AD facility after small-scale composting pilot results are available. If deemed feasible, pursue AD facility with procurement	•	Continue								
STRATEGY 10: Assess suitability of technologies for energy recovery for residual waste										
10A. Assess feasibility of establishing a Regional Energy Recovery Facility (RERF) for residual waste with potential to accept waste from neighbouring regions/province. If feasible, solicit interest from potential vendors and establish a process for evaluating and selecting a suitable technology or process.										
10B. Undertake an assessment and comparison of waste management and disposal options in accordance with Ministry requirements.										
10C. Consider out-of-region resource recovery facilities as potential future solutions for managing a portion of the Region’s waste stream.										

RESIDUAL WASTE

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
STRATEGY 11: Improve accessibility and efficiency of the solid waste network										
11A. Regularly review and assess the efficiency of the waste management network and implement changes to improve service levels or when cost savings are identified.		Plan to do								
11B. Undertake a pilot to improve convenience for solid waste disposal services, such as piloting 24 hr access for free disposal of bagged household garbage at a transfer station and implement at more sites if deemed feasible.	●	Continue								
11C. Assess the feasibility a curbside collection throughout the Region that is funded by its users.										
STRATEGY 12: Monitor the PRRD's three active landfills to continually assess long-term disposal options										
12A. In parallel with operating the Chetwynd Landfill, complete a review of the options available for long term disposal, as the Chetwynd Landfill is nearing capacity.	●	Continue								
12B. In parallel with operating North Peace Regional and Bessborough Landfills, continue to monitor and plan for changes if deemed necessary.										
12C. If any changes to any of the active landfills are deemed necessary, proceed with most suitable option(s) which could include final closure, establishment of a transfer station, continuing operation as a landfill for demolition and land clearing waste, expansion of the landfill, and/or relocation of the landfill to an alternative site.										
STRATEGY 13: Develop an illegal dumping strategy in the Region										
13A. Continue to monitor the scope and scale of illegal dumping in the Region.		Plan to do								
13B. Develop an illegal dumping strategy aimed to improved tracking, identification or problem areas, and/or assessing accessibility to solid waste facilities to reduce the number of illegal dumping incidents.										
13C. Establish an inter-agency working group, as deemed suitable, to implement the illegal dumping strategy.										
13D. Lobby the Province to help clarify roles and responsibilities for addressing illegal dumping.										
13E. Promote public outreach to prevent illegal dumping and how to report occurrences.		Plan to do								
13F. Continue to support the public with programs to help dispose of waste properly.	✓	Continue								
STRATEGY 14: Develop an emergency debris management plan										
14A. Develop an Emergency Debris Management Plan.										

SOLID WASTE MANAGEMENT FUNDING

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
STRATEGY 15: Set limits on recycling cost and implement other management methods as necessary										
15A. Establish cost thresholds when alternative lower cost options (e.g. landfilling) are pursued until recycling is no longer cost prohibitive.										
15B. Lobby for the Province to subsidize the cost of recycling when upper limits are exceeded.										
15C. Educate on the cost of recycling in the Region and on ways costs can be reduced.										
STRATEGY 16: Continually assess financial model used to fund the solid waste system										
16A. Assess cost recovery model to implement tipping fees and taxation that fully funds the solid waste management system.										
16B. Investigate and pilot the waiving of tipping fees for sorted residential waste at transfer stations and landfills. Implement system-wide if deemed feasible and fund disposal via taxation.										
16C. Continually review waste disposal fees to harmonize fees across the Region.										
16D. Incentivize waste diversion by increasing disposal fees on unsorted wastes.										

✓ = Completed
● = started/on going



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-193

From: Environmental Services

Date: October 24, 2025

Subject: Clean Farms Signage at Unattended Transfer Stations

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board approve the addition of informational signage at all PRRD transfer stations to provide diversion program information including available collection locations.

BACKGROUND/RATIONALE:

On May 1, 2025 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board Authorize staff to investigate cost implications to include additional information to current signage at transfer stations and landfills promoting the agricultural plastics recycling program to increase public awareness.

The Peace River Regional District's (PRRD) solid waste collection network consists of 11 unattended transfer stations, 16 attended transfer stations, and 3 active landfills. The agricultural plastics program for the collection of grain bags and twine is currently offered at five attended transfer stations and three active landfills in the Peace River Regional District.

To increase promotion of the agricultural plastics program and grain bag roller rental, 2'x5' metal signs can be added to the 22 transfer stations that currently are not participating in the program, directing residents to the receiving sites.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):**2' x 5' Metal Signage**

	# units	\$/Unit	Total
Signage	22	\$200	\$4,400
Lock Blocks	11	\$150	\$1,650
Metal Brackets	11	\$200	\$2,200
Wood frame	11	\$40	\$440
*TOTAL			\$8,690

*Staff time not included

Budget for new site signage will be included in the 2026 Function 500 solid waste budget.

COMMUNICATIONS CONSIDERATION(S):

Staff will work with Cleanfarms to develop signage. As part of the design a QR code directing people to the website will be used for people to see what site is closest to them. Using a QR code is a benefit as it will allow updates to take place on the website without having to replace signage.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [Solid Waste Committee Recommendations from April 11, 2025, ENV-BRD-235](#) – See Item 8.3 on the Regional Board Agenda dated May 1, 2025.



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-195

From: Environmental Services

Date: October 24, 2025

Subject: North Peace Regional Landfill Mattress Shredding Pilot

RECOMMENDATION #1:

That the Solid Waste Committee recommend that the Regional Board approve the diversion and shredding of mattresses received at the Bessborough, Chetwynd and North Peace Regional Landfills as part of the regular operations of each landfill until a time mattress can be diverted through an Extended Producer Responsibility program.

RECOMMENDATION #2:

That the Solid Waste Committee recommend that the Regional Board approve sending a letter to the BC Minister of Environment and Parks urging that mattresses and foundations be added to the Recycling Regulation.

BACKGROUND/RATIONALE:

On January 17, 2025, a supplemental business case was presented to the Solid Waste Committee, which has been attached to this report as reference and background on the pilot program.

On February 26, 2025 the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board provides operating budget approval for 2025 supplemental request for North Peace Regional Landfill Mattress Shredding at a total cost not to exceed \$125,000 and authorize the inclusion of the expense in Function 500 – Regional Solid Waste draft 2025-2029 PRRD Financial Plan.

Between September 22nd and October 2, 2025 the landfill contractor E360S performed the pilot project for shredding mattresses at the North Peace Regional Landfill (NPRLF) with assistance from equipment supplied and operated through Brocor Construction.

To start, three roll off bins were filled with mattresses, one filled with kings, one filled with queens and the final filled with twins. These rolloff bins were used to illustrate the volume reduction of the shredding process. Based on the initial three bins processed, mattress shredding reduced the volume by approximately 1:4 on average. A photo log has been attached to this report for reference.

Through the pilot, a total of 5,939 mattresses were processed. The shredded mattresses were placed into a rolloff bin and taken to the landfill active face for disposal.

Table 1 below provides the number of mattresses processed by size and a comparison of the airspace consumed:

Table 1: Airspace Consumption Comparison

Mattress Size	Mattress Count	Volume @ 10" Depth	~Airspace Consumption Full	~Airspace Consumption Shredded
King	1,070	0.99m ³	1,066.08 m ³	266.52 m ³
Queen	1,401	0.79m ³	1,102.00 m ³	275.50 m ³
Full/Double	1,846	0.65m ³	1,208.81 m ³	302.20 m ³
Twin	1,622	0.47m ³	757.52 m ³	189.39 m ³
	5,939		4,134.41m³	1,033.60m³

Based on an approximate volume reduction of 75% through shredding and compaction efforts, roughly 3,100.81m³ of airspace was saved through the pilot.

The total actual number of mattresses collected was approximately 7,500, more than double the anticipated 3,000 mattresses that were expected. 5,939 mattresses were able to be processed with approximately 1,500 mattresses remaining due to a shortfall in funding. It is estimated that the remaining mattresses would have required an additional \$20,000 to be processed.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee recommend that the Regional Board approve the addition of a \$25 fee for mattresses received at PRRD attended solid waste sites in Solid Waste Fees and Charges Bylaw 2525, 2023.
2. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

Through the 2025 budget process, \$125,000 was allocated to the project. The total cost of the project was \$125,000. Based on the 5,939 mattresses processed, the average cost per mattress was \$21.05.

Below, Table 2 provides a comparison of the costs for processing the mattresses through direct burial as currently done and through shredding.

Table 2: Mattress Disposal Method Costs

Disposal Method	Mattress Count	Tipping Fees Received (\$3.75/mattress)	Cost of Processing	~Airspace Consumption	Value of Airspace Consumed (\$41.78/m ³)	Cost to the landfill for disposal
Direct Burial	5,939	\$22,271.25	\$0	4,134.41m ³	\$172,735.64	\$150,464.39
Shredded	5,939	\$22,271.25	\$125,000	1,033.60m ³	\$43,183.91	\$145,912.66

Through the shredding pilot, \$4,551.73 was saved compared to directly burying the mattresses. In addition, approximately 3,100.81m³ of airspace was saved, which has a value of \$129,551.84 (3,100.81m³ x \$41.78/m³).

By including mattress shredding into regular operations, it is estimated that it would cost an average of \$100,000 per site for a total of \$300,000.

COMMUNICATIONS CONSIDERATION(S):

Mattresses and foundations are identified in the Ministry of Environment and Climate Change Strategies Extended Producer Responsibility Five Year Action Plan for the period of 2021-2026.

In July of 2025 the Ministry indicated that mattresses would no longer be included in the upcoming amendments to the list of regulated materials in the *Recycling Regulation* due to concerns with the affordability of mattresses.

Many Municipalities and Regional Districts have or are in the process of sending letters to the Minister to request that mattresses be included in the amendment to the *Recycling Regulation* as intended.

If included into the amendment, an Extended Producer Responsibility (EPR) program would be created to handle the end-of-life responsibilities for mattresses. Through the EPR program, funding would become available to offset costs for participating organizations to cover costs for the end-of-life handling of mattresses.

OTHER CONSIDERATION(S):

Through this pilot the mattresses were still disposed of in the landfill. The machinery used for the pilot did not separate metals from rest of the shredded material, so diversion of materials was not possible.

Attachments:

1. 2025 Supplemental Request – NPRLF Mattress Shredding
2. 2025 NPRLF Mattress Shredding Photo Log

External Links:

1. [Email from Regional District of Okanagan-Similkameen Re: Mattress Recycling](#)
(October 16, 2025 Regional Board Meeting, Agenda Item 7.4)



Business Case

2025 NPRLF Mattress Shredding Program

Executive Summary

Business Need

To begin shredding mattresses at the North Peace Regional Landfill (NPRLF) to reduce airspace consumed annually in the landfill.

Expected Outcome

Following the successful completion of the 2025 NPRLF mattress shredding program, all mattresses will be diverted from the active face at all PRRD landfills to be shredded and disposed of in a more compacted manner that reduces the waste of airspace in the landfill.

Recommendation

That the Solid Waste Committee recommend that the Regional Board provide operational budget approval for the 2025 supplemental request/business case to perform mattress shredding at the North Peace Regional Landfill at a cost not to exceed \$125,000 and authorize the inclusion of the expense in Function 500 - Regional Solid Waste Management draft 2025-2029 PRRD Financial Plan.

Justification

The most precious commodity at a landfill is the amount of airspace the site has available for the disposal and placement of waste. Compacting as much waste as possible per cubic meter increases the lifespan of the landfill. Mattresses do not compact when placed in a landfill without some kind of processing. Shredding the mattresses prior to placing and compacting allows for the material to be broken down into small pieces that can be compacted with the regular waste while providing an additional benefit of removing metals which can be recycled.

The Team

Team Member	Role
General Manager of Environmental Services	To provide overall program oversight and provide direction and support for implementation, policy and procedure, procurement policies, and budgetary considerations.
Solid Waste Manager	To provide a program outline and oversee the implementation of the project through contract management and operational oversight.
Solid Waste Foreman	To oversee the progress of the project and coordinate with the selected contractor.



Solid Waste Coordinator	To perform waste reduction tracking and provide a summary report of the pilot.
Procurement Officer	Assist with contracts and purchases.
Landfill Contractor	Coordinate access and area for the pilot project to take place.
Contractor	Supply all necessary equipment and perform the work.

Business Need Definition

Problem Statement

Based on the current processes used for placing and compacting waste at the PRRD landfills, mattresses cannot be broken down and compacted, this results in pockets of low compaction density and increases airspace consumption. In order to decrease the amount of airspace mattresses take up in PRRD landfills, a new method of handling needs to be implemented.

In other waste streams at PRRD landfills, volume reduction has been achieved through grinding of wood waste or the crushing of concrete. In either case, the airspace of the pre-processed stockpiles is reduced thanks to the grinding or crushing process which reduces the size of the material and possible air voids within each pile. By shredding mattresses, the metal contained within can be removed by a magnet and recycled, while structure of the mattress is destroyed, leaving just pieces of foam or fabric requiring disposal.

In the summer of 2023, mattresses at the North Peace Regional Landfill were diverted from the active face and stockpiled in preparation for a shredding trial. The stockpiling of mattresses stopped in July of 2024, when the size of the pile began to impede operations and requires processing. The size of the pile is estimated to be 3,000m³.

Impacts

Inefficient use of airspace shortens landfill life spans, based on the 2023 annual reports the remaining airspace and lifespan of each landfill is:

	Remaining Airspace (end 2023)	Annual Consumption Rate	Estimated Remaining Lifespan
Bessborough	2,163,085m ³	29,895m ³ /year	52 years
Chetwynd	90,343m ³	10,885m ³ /year	7 years
North Peace Regional	1,223,271m ³	56,318m ³ /year	19 years

*Estimated remaining lifespan includes 1.3% per year population growth estimation, which shortens the anticipated lifespan quicker than using just the annual consumption rate.



Project Overview

Project

2025 NPRLF Mattress Shredding Program

Project Description

A general overview of the project process is as follows:

1. Procure a contractor to shred the existing mattress pile at NPRLF.
2. Evaluate airspace consumed by mattress prior to shredding.
3. Evaluate airspace consumed by mattresses after shredding.
4. Evaluate compaction density of shredded mattress material only in the landfill.
5. Evaluate compaction density of shredded mattresses mixed with regular waste stream in the landfill.
6. Provide a summary report for the Solid Waste Committee outlining the results of the project and steps for full implementation at PRRD landfills.

Project Budget

Department: Environmental Services

Division: Solid Waste

Function: 500 – Regional Solid Waste Management

Operational Expenses	2025	2026	2027	2028	2029	Summary
Shredding Contractor	\$125,000	*	*	*	*	\$125,000
TOTAL	\$125,000					\$125,000

Operational Funding Sources	2025	2026	2027	2028	2029	Summary
Requisition	\$125,000	*	*	*	*	\$125,000
TOTAL	\$125,000					\$125,000

*Upon successful outcome and airspace savings, this program will be Implemented as part of the Landfill Operations contract at all three PRRD landfills. In future years, PRRD can look to develop tipping fees for cost recover of the program.

Project Goals and Objectives

To evaluate the airspace savings of shredding mattresses that have been collected at the NPRLF between summer of 2023 and summer of 2024 to determine if the cost of shredding mattresses provides a net benefit to landfill life span.

Project Performance Indicators

1. Costs do not exceed project estimates.
2. 3:1 volume reduction.
3. Cost per mattress for processing equal to or less than \$27.50/mattress.



Assumptions

1. Cost of processing mattresses is less than \$27.50 per mattress.
2. A minimum reduction of 3:1 is achieved.
3. 3,000 mattresses can be processed.
4. Upon success

Constraints

1. Contractor/equipment availability, currently no mattress shredder is available in the region.
2. Shredding equipment is currently not available in the area, this equipment will be mobilized in from out of region which adds a fixed cost to the project \$25k+.
3. Equipment comes with large rental costs which increases fixed costs for contractors to perform work.
4. Number of mattresses collected between summer of 2023 and summer of 2024 is not known, estimated pile size is 3,000m³
5. Shredding operations cannot be performed in rainy weather conditions.
6. Moving the shredded material from the diversion area to active face requires hauling.
7. High winds make placement of shredded material a challenge.

Project Milestones

March 2025	- 2024 Budget Approval
April 2025	- Post RFP to obtain contractor.
May 2025	- Contract awarded
August 2025	- Project Completed

Strategic Fit

Asset & Infrastructure Management

Regional Solid Waste Management Plan

Strategy 12: Monitor the PRRD's three active landfills to continually assess long-term disposal options

Cost Benefits Analysis

Based on the 2022 tipping fee analysis report prepared by Tetra Tech Canada Inc. the break-even tipping fee for PRRD landfills is \$41.78/m³ or \$83.56/tonne. On average, a king size mattress is approximately 1m³, and currently when received at landfills, is charged at \$3.75 unless they weigh more than 68kg (minimum charge fee). Because mattresses do not compress when placed in a landfill, a king size mattress would consume 1m³ of airspace, this in turn creates a shortfall of \$38.03.

At a high level, if shredding provided a 3:1 reduction and cost \$27.50/mattress, three mattresses would bring in \$11.25 in tipping fees and cost \$82.50 to process. These shredded mattresses would take 1m³ of airspace and create a total shortfall of \$113.03/m³ (\$41.78 airspace-\$11.25 tipping fee revenue+\$82.50 processing), however this would also save 2m³ of airspace which is worth \$83.56 compared to the current operation which would take up 3m³ of airspace and create a \$114.09 shortfall (\$125.34 airspace-\$11.25 tipping fee revenue). Two examples are provided in the table below for the difference in processing a single mattress or 3,000 mattresses.



Type of Disposal	Number of King Mattresses	Cost of tipping \$3.75/mattress	Cost of processing (\$27.50/mattress)	Amount of Airspace Consumed (1m ³ per whole mattress)	Cost of airspace \$41.78/m ³	Cost to the landfill for disposal (cost of airspace + cost of processing - tipping fee)
Whole mattress	1	\$3.75	\$0	1m ³	\$41.78	\$38.03
Shredded Mattress	1	\$3.75	\$27.50	0.3m ³	\$13.93	\$37.68
Whole mattresses	3,000	\$11,250	\$0	3,000m ³	\$125,340	\$114,090
Shredded Mattresses	3,000	\$11,250	\$82,500	1,000m ³	\$41,780	\$113,030

Using the example of 3,000 mattresses processed at \$27.50/mattress, the cost to the landfill for disposal is \$1,060 cheaper, and saves 2,000m³ which is equivalent to \$83,560 compared to the existing method of burying mattresses whole.

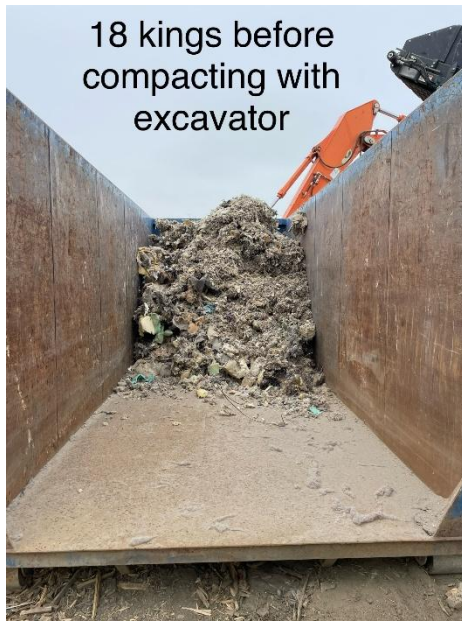
Alternatives Reviewed

Upon successful completion of the program in 2025, shredding mattresses can be added to the scope of work under the Landfill contract to lower costs for equipment mobilization with the contractor supplying their own shredder. This can be included in the 2026 RFP process.

In 2022, mattresses have been identified as a material that may become managed through an Extended Producer Responsibility (EPR) stewardship. In this case, the PRRD could partner with the stewardship program for disposal of diverted mattresses in the future. Anticipated timeline for EPR coming online was originally 2025, but this has been delayed with no confirmed timeline.

Approvals

Regional Board Approval Resolution



Shredding Unit



Mattress Pile Start



Mattress Pile End





REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-198

From: Environmental Services

Date: October 24, 2025

Subject: Solid Waste Funding Agreement with BC Hydro

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board send a letter to BC Hydro requesting the “Final Valuation” for airspace consumed during the construction of the Site C dam, be determined and completed per the Solid Waste Funding Agreement, as the Site C dam is generating at full capacity as of August 9, 2025.

BACKGROUND/RATIONALE:

On November 16, 2023 the Regional Board Passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board accept BC Hydro’s Community Measures Agreement (CMA) offer of in the sum of \$1,452,156 and additionally \$1,453,592.71 for PRRD Airspace Valuation at a total of \$2,905,784.70 and further; that the Chair and Chief Administrative Officer sign the offer once formalized.

The Solid Waste Funding Agreement was established to reflect shortfalls in the value of airspace consumed versus the tipping fees received for the waste brought to the North Peace Regional Landfill (NPRLF) through the Site C project.

Under the agreement, BC Hydro and the PRRD review the net used airspace annually, with the “Final Valuation” to be determined at the end of the construction phase of the project.

On August 9, 2025, the sixth and final generating unit successfully came into operation at the Site C dam, ending the Project construction phase.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

At the end of 2024, the Airspace Valuation totals \$1,101,896.12.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Schedule A – Airspace Evaluation 2024 Update

Schedule A: Airspace Valuation

Year	Material	Tonnage Brought to Landfill tonnes A	Landfill Tipping Rates \$/tonne B	Revenue Received to Date \$ C = A x B	Annual AUF tonnes/m ³ D	Airspace Consumed m ³ E = A / D	Annual Airspace Value \$/m ³ F = \$76.84 x (0.637/D)	Value of Airspace Utilized \$ G = E x F	Missing Value of Airspace Consumed \$ H = G - C
2016	Summary	547.390	\$55.00	\$30,106.45	0.674	812.150	\$72.62	\$58,979.88	\$28,873.43
2017	Summary	1,358.160	\$55.00	\$74,698.80	0.907	1,497.420	\$53.97	\$80,809.64	\$6,110.84
2018	Summary	1,840.540	\$55.00	\$101,229.70	0.650	2,831.600	\$75.30	\$213,228.54	\$111,998.84
2019	Summary	3,278.250	\$55.00	\$180,303.75	0.570	5,751.320	\$85.87	\$493,877.39	\$313,573.64
2020	Domestic	5,487.951	\$56.82	\$311,825.38	0.500	10,975.90		\$1,074,476.71	\$762,651.34
	Construction Waste	77.468	\$113.63	\$8,802.71		154.94	\$97.89	\$15,167.36	\$6,364.65
	Mixed Waste	110.710	\$113.63	\$12,579.98		221.420		\$21,675.72	\$9,095.75
2021	Domestic	2,087.954	\$56.82	\$118,637.55	0.580	3,599.92		\$303,802.77	\$185,165.23
	Construction Waste	4,186.335	\$113.63	\$475,693.25		7,217.82	\$84.39	\$609,122.69	\$133,429.45
	Mixed Waste	106.801	\$113.63	\$12,135.80		184.140		\$15,539.82	\$3,404.03
2022	Domestic	1,473.660	\$60.00	\$88,419.59	0.580	2,540.790		\$214,412.36	\$126,001.77
	Construction Waste	4,194.334	\$200.00	\$838,866.70		7,231.610	\$84.39	\$610,286.50	-\$228,520.20
	Mixed Waste	82.500	\$200.00	\$16,500.00		142.24		\$12,003.97	-\$4,496.03
2023	Domestic	1,409.145	\$60.00	\$84,548.71	0.590	2,388.38		\$198,142.88	\$113,594.18
	Construction Waste	4,205.672	\$200.00	\$841,134.40		7,128.26	\$82.96	\$591,368.47	-\$249,765.93
	Mixed Waste	0.000	\$200.00	\$0.00		0		\$0.00	\$0.00
2024	Domestic	564.750	\$60.00	\$33,885.00	0.780	724.04		\$45,435.34	\$11,550.34
	Construction Waste	1,892.450	\$200.00	\$378,490.00		2,426.22	\$62.75	\$152,251.65	-\$226,238.35
	Mixed Waste	7.00	\$200.00	\$1,400.00		8.97		\$563.16	-\$836.84
NET TOTALS				\$3,609,257.75				\$4,711,153.87	\$1,101,896.12

Updated October 10, 2025

Column A – Tonnage Brought to Landfill

Based on numbers provided in BC Hydro’s annual waste reports for materials that are placed in the active face of the landfill and consume airspace.

Column B – Landfill Tipping Rate

Tipping fees from PRRD’s bylaw for the year based on material type.

Column C – Revenue Received to Date

Established revenue for the material brought to site by the project using numbers in columns A and B.

Column D – Annual Airspace Utilization Factor

Taken from the annual report for the landfill, which is prepared by a Qualified Professional each year on behalf of the PRRD. This factor is determined by taking the total tonnage of waste landfilled and dividing it by the total airspace that was consumed in that same period. This comes out as a tonne/m³ rate, when the number is larger there has been more waste compacted, when the rate is lower there is less material place and the airspace is being utilized less effectively comparatively.

Column E – Airspace Consumed

Establishes the amount of airspace that was consumed based on the tonnage of waste brought to site using the AUF each year.

Column F – Annual Airspace Value

Establishes the value of 1m³ of airspace in a given year using the 2021 Sperling Hansen report as a base line, and adjusting for the AUF each year. In years when the AUF is higher than the assumed AUF in the Sperling Hansen report, the rate will be lower, in years when the AUF is less then the Sperling baseline, it will be higher.

The baseline AUF used by Sperling Hansen is 0.637 tonnes/m³ based on the assumption of a compaction of 0.850 tonne/m³ and a waste to cover ratio of 3 parts waste to 1 part cover.

$$\text{Baseline Airspace Value} = \frac{\text{Outstanding Costs}}{\text{Remaining Airspace}} = \frac{\$89,660,554}{1,166,866\text{m}^3} = \$76.84/\text{m}^3 \text{ @ AUF of } 0.637\text{tonne}/\text{m}^3$$

Column G – Value of Airspace Utilized

Places a value on the airspace used each year that is identified in Column E based on the rate established in Column F.

Column H – Missing Value of Airspace Consumed

Determines the balance of tipping fees received versus the airspace consumed annually.



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-200

From: Environmental Services

Date: October 24, 2025

Subject: Chetwynd Landfill Scale Replacement - Update

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board authorize an amendment to Solid Waste Regulation and Fees Bylaw No. 2525, 2023 to replace the existing Schedule B – Fees and Charges by Volume with a new Schedule for Flat Rate Fees and Charges.

BACKGROUND/RATIONALE:

On May 22, 2025 the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board authorize staff to work with Tetra Tech Canada Inc. through the Chetwynd Landfill Siting project to evaluate the existing scale at the Chetwynd Landfill and to provide viable options for the repair, or replacement of the existing infrastructure, considering its integration with the potential expansion or relocation of the Chetwynd Landfill upon its closure

On July 3, 2025 staff met with Tetra Tech and the Peace River Regional District's (PRRD) scale contractor at the Chetwynd Landfill to review the results of the spring inspection and evaluate the current condition of the scale to assist with the options for the repair and replacement of the scale. The site visit confirmed that the scale's foundation has settled, resulting in stress on the scale. As a result of these stresses on the scale caused by the settlement in the foundation, the accuracy of the scale has been compromised, putting the required Weights and Measures Certification at risk.

Based on the existing condition of the scale foundation, simple repairs to the existing infrastructure would not be possible and the cost would be similar to replacement of the entire foundation. As a result, Tetra Tech has provided five options for consideration. A summary of the five options is provided below (details can be found in the attached report from Tetra Tech).

Options

1. Replace foundation and reuse the existing 35' scale deck
2. Purchase a new 40' scale deck and install new foundation.
3. Utilize the existing 80' temporary scale that is on site.
4. Purchase a new 80' scale.
5. Apply Flat fee charges in place of weight based tipping fees.

Options 1 through 4 all require the old foundation to be removed and a new foundation to be built. In the cases of options 3 and 4, the entire scale and attendant building would have to be relocated to accommodate the size of the scale. Estimated timeframes for options 1 through 4 range from 4 to 6 weeks, during which time temporary scales or fee collection methods would be required.

Currently, the existing Solid Waste Regulation and Fees Bylaw No. 2525,2023 (the Bylaw) provides the PRRD with the ability to collect fees in the following schedules:

1. Schedule A – Fees and Charges by Weight
2. Schedule B – Fees and Charges by Volume

Because received waste at any PRRD site does not come in a certified container and there is no ability to confirm the volume delivered by the customer, volumetric charges cannot be utilized. As a result, the PRRD should remove the existing Schedule B which specifies charges by volume, as it is not usable, and insert a new Schedule B which specifies flat rate charges.

Due to the uncertainty of the new Chetwynd Landfill location, staff is recommending to proceed with option 5 and utilizing flat rate charges until a new landfill in the Chetwynd area is established and new scales are installed.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

The assessment of the existing scale conditions and provision of options and cost estimates through Tetra Tech is \$14,500. Table 1 below provides the estimated costs of the five options provided through Tetra Tech:

Table 1: Chetwynd Landfill Scale Options

	Estimated Cost
Reuse the existing 35' scale deck but replace foundation.	\$177,112
Purchase new 40' scale deck and install new foundation.	\$274,947
Utilize the existing 80' temporary scale that is on site.	\$301,840
Purchase a new 80' scale.	\$420,290
Apply Flat Fee charges.	N/A

As part of the 2025 budget process, \$1,261,447 has been allocated to the Chetwynd Landfill Siting Project. Based on the work to be completed through the Regional Solid Waste Management Plan amendment and geotechnical investigation of the expansion site, the anticipated cost of the project in 2025 is \$600,000. The existing budget has supported the initial investigation work in 2025.

COMMUNICATIONS CONSIDERATION(S):

The PRRD installed new signage regarding fees at the end of June and early July, 2025 to reflect the newly adopted Bylaw. Upon completing the update to the Bylaw, these signs will require replacement in 2026.

OTHER CONSIDERATION(S):

Except for the Dawson Creek, Hudson's Hope, Prespatou, and Tumbler Ridge transfer stations, attended transfer stations operate using the charges listed in Schedule B. For Residential customers, Part I – Household waste is already established as a flat fee although it is referenced at volumetric. Customers using tier 1 sites for disposing of bulky, wood, and metal waste are currently being charged based on volumetric rates.

As part of the Bylaw update, staff will review existing charges to ensure that they align with operational needs of the function.

Attachments:

1. Chetwynd Landfill Scale Options – Technical Memo from Tetra Tech (Oct.10, 2025)

External Links:

1. [Chetwynd Landfill Scale Replacement, ENV-BRD-243](#) – See Item 8.13 on the Regional Board Meeting Agenda dated May 22, 2025.



To: Gerritt Lacey
c:
From: Hilary Wong, P.Eng.
Annalise Carreira, E.I.T.
Michel Lefebvre, M.Sc., P.Eng.
Subject: Chetwynd Landfill Scale Options

Date: October 10, 2025
Memo No.: 02
File: 704-SWM.SWOP04805-03

1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) was retained by the Peace River Regional District (PRRD) to provide engineering support for the scale repair at the Chetwynd Landfill (Landfill). Tetra Tech understands the Landfill is likely to close within the next eight years, and the PRRD is currently exploring options for expansion to the north. Based on site observations, it is evident that the foundation of the existing scale has shifted, impacting proper function and accuracy of incoming waste quantities.

This technical memorandum outlines options for replacement or repair of the scale infrastructure at the Landfill, accompanying Class 5 cost estimates, and provides recommendations for the preferred option.

2.0 SUMMARY OF SITE VISIT

Tetra Tech completed a site visit at the Landfill on July 3, 2025, alongside representatives from the PRRD and Northern Scale, to review the existing 35' concrete deck scale manufactured by Pacific Industrial Scale Co. Ltd. The Northern Scale representative highlighted issues with the scale which included the following:

- The linkages with the current scale should be vertical but were observed to be slanting inwards, likely due to movement of the foundation.
- The scale received a Measurement Canada certification earlier in 2025; however, if another certification calibration test was completed now, it is unlikely the scale would pass certification. Bolts at the end of the scale were found to be in contact with the concrete abutment, causing inconsistent readings. Without the Measurement Canada certification, the scale would not be Legal for Tender. The annual calibration in 2025 did not fall within Weights and Measures tolerance requirement.
 - The PRRD has attempted to file down the bolts at the ends of the scale to prevent them from contacting the concrete abutment, but the foundation continues to shift.

Other observations made during the site visit concluded the following:

- There is little clearance underneath the scale deck;
- The top of scale deck at the west end is approximately an inch lower than the top of the approach; and
- Stormwater is inadequately drained from under the scale deck.

Northern Scale was present at the site visit and claims the scale deck, load cells, and junction box remain functional and could likely continue to be used if the foundation is replaced for the existing scale. Further evaluation of the integrity of these components is recommended if reinstallation of the 35' scale is pursued. It is also important to note that a 35' scale deck is short, and it was indicated that some vehicles with trailers did not fit on the scale with all wheels.

After review of the existing infrastructure, it has been determined that the scale foundation is the root of the issue. It is likely that there are no record drawings for the construction of the scale, which was installed in the 1980s. Scale foundation details are not known at this time.

3.0 MODIFICATION OPTIONS

Table 3-1 outlines options for the replacement of the scale as required for daily operations.

Table 3-1: Options

Option Number	Description	Details	Next Steps
1	Reuse existing 35' concrete scale deck but replace foundation.	- Northern Scale recommends replacing the linkages and the indicator. - Existing load cells, deck, and junction box remain functional.	- Design a new scale foundation. - Re-install scale deck, load cells, and junction box. - Procure and install weight indicator. - Scale certification.
2	Purchase a new 40' scale deck and install a new foundation.	- Replacement of the existing infrastructure and foundation. - Tetra Tech discussed options for utilizing the same scale deck in future site operations at the site by the PRRD.	- Design a new scale foundation. - Procure and install 40' scale deck, including load cells, junction box, weight indicator. - Scale certification.
3	Utilize the existing used 80' temporary scale deck that is on site at Chetwynd.	- Replacement of the existing infrastructure and foundation. - Due to the increased scale length, the scale would need to be relocated. - Relocation of the scale length. The increased length can accommodate larger vehicles. - The scale house would need to be repositioned. - Requires eight additional load cells, new junction box, and weight indicator. - Temporary scale only certified for one year. Re-certification is required for prolonged use.	- Remove existing scale and regrade to match existing grades. - Design new access layout with increased length of the 80' scale. - Relocate scale house to align with the new configuration of the scale. - Obtain adjacent land parcel (west) for addition queue capacity. - Scale certification.
4	Purchase a new 80' scale.	- Replacement of the existing infrastructure and foundation. - Due to the increased scale length, the scale would need to be relocated. - Relocation of the scale length would allow more room for vehicles to wait in the queue prior to site access. The increased length can accommodate larger vehicles.	- Remove existing scale and regrade to match existing grades. - Relocate and redesign vehicle access with increased length of the 80' scale. - Relocate scale house to align with the new configuration of the scale.

Option Number	Description	Details	Next Steps
		- The scale house would need to be repositioned to face the east as identified in previous site design options. - Requires eight additional load cells.	- Obtain adjacent land parcel (west) for addition queue capacity. - Scale certification.
5	Flat fee charge.	- If an alternative acceptance schedule is utilized at the site, such as flat fee rates as outlined in the "Chetwynd Landfill Scale Repairs Alternate Fee Schedule for Non-Scaled Loads" Memorandum dated July 16, 2025, the PRRD will be able to operate without the presence of a scale. - In conjunction with assessing a flat rate, the current scale may be used to support site operating records but discontinue its use for assessing fee charges by weight.	Amend the Solid Waste Regulation and Fees Bylaw No. 2525, 2023, to include the addition of flat rate acceptance fees.

4.0 ESTIMATED CONSTRUCTION TIMELINES

The estimated construction timelines will depend on several factors, including contractor scheduling, selection of precast or cast-in-place concrete for foundation and/or scale construction, associated concrete curing time, and potential for issues associated with aging infrastructure to arise. Table 4-1 shows the estimated construction timelines for each option.

Table 4-1: Estimated Construction Timelines

Option Number	Description	Estimated Construction Timeline
1	Reuse existing 35' concrete scale deck but replace foundation.	4 weeks
2	Purchase a new 40' scale deck and install a new foundation.	4 weeks
3	Utilize the existing used 80' temporary scale deck that is on site at Chetwynd.	6 weeks
4	Purchase a new 80' scale.	6 weeks
5	Flat fee charge.	No construction required

5.0 CONSIDERATIONS

Implementation of any of the above stated options will require consideration of the following:

- Operation of the scale in its present state may result in regulatory non-compliance, incurring potential fines, penalties, and inaccurate tonnage reporting.
- The current Landfill is likely to close in the next eight years, and the PRRD would like to minimize spending on the Landfill if possible.

- There is uncertainty whether the expansion of the Landfill to the north will be approved by the British Columbia Ministry of Environment (Ministry).
- Four of the identified options will require a new foundation to be designed and constructed.
- Design of a new foundation will require a geotechnical investigation if existing data is insufficient.
- Precast concrete abutments may be utilized as an alternative to a slab foundation, provided that prolonged loading and safety requirements are met. Verification with a structural engineer must be confirmed prior to implementation.
 - A concrete plant is in close proximity to the Landfill, resulting in potential cost savings for shipment of concrete.
- If the flat fee charge option is selected, customers may conclude that alternative disposal fees result in additional costs incurred or perceived unfair assessments of volume, resulting in customer disputes.
- Option 3 and Option 4 will require relocation of the existing scale deck. This is necessary to provide the appropriate length of approach road to safely access the scale. The scale house will also need to be relocated or replaced.
- It is possible for the PRRD to purchase a 40' scale and upgrade to an 80' scale at a later time; however, the foundation infrastructure will need to be replaced. It is not recommended to extend the 80' scale in the same location as where the 40' scale is installed due to potential for differential settlement. Another consideration will be that the load cells will have different warranties if purchased at different points in time.

6.0 COSTING

6.1 Class 5 Cost Estimates

The following tables present cost estimates for Option 1 through Option 4 identified in Table 3-1. Option 5 includes no capital cost at this time.

It should be noted that Option 1 through Option 4 will require replacement of the existing foundation.

Table 6-1: Option 1 – Utilize Existing 35' Scale with Linkage Replacement

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
General Site Grading and Preparation	Mob/De-Mob	L.S.	1	\$20,000	\$20,000
	Removal of Existing Scale and Foundation	L.S.	1	\$10,000	\$10,000
	Surveying	L.S.	1	\$10,000	\$10,000
	General Grading and Drainage Works	L.S.	1	\$4,000	\$4,000
	Fill Placement	m ³	21	\$60	\$1,260
	Granular Base (150 mm thickness)	m ²	69	\$80	\$5,520
Waste Infrastructure	Replacement of Linkages and Indicator	each	4	\$2,900	\$11,600
	Scale Foundation	L.S.	1	\$52,500	\$52,500
Subtotal					\$114,880
Engineering and Construction Quality Assurance					\$45,000
Contingency (15%)					\$17,232.00
Total (Excluding GST)					\$177,112

Notes:

Class 5 Cost estimates can range from -50% to +100% of total cost.

L.S. – lump sum.

Table 6-2: Option 2 – Purchase a New 40' Scale

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
General Site Grading and Preparation	Mob/De-Mob	L.S.	1	\$20,000	\$20,000
	Removal of Existing Scale and Foundation	L.S.	1	\$10,000	\$10,000
	Surveying	L.S.	1	\$10,000	\$10,000
	General Grading and Drainage Works	L.S.	1	\$4,000	\$4,000
	Fill Placement	m ³	22	\$60	\$1,320
	Granular Base (150 mm thickness)	m ²	74	\$80	\$5,920
Waste Infrastructure	Scale (Including Installation)	L.S.	1	\$75,670	\$75,670
	Scale Foundation	L.S.	1	\$60,000	\$60,000
Subtotal					\$186,910
Engineering and Construction Quality Assurance					\$60,000
Contingency (15%)					\$28,037
Total (Excluding GST)					\$274,947

Notes:

Class 5 Cost estimates can range from -50% to +100% of total cost.

L.S. – lump sum.

Table 6-3: Option 3 – Utilize Existing 80' Scale

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
General Site Grading and Preparation	Mob/De-Mob	L.S.	1	\$20,000	\$20,000
	Removal of Existing Scale and Foundation	L.S.	1	\$10,000	\$10,000
	Surveying	L.S.	1	\$10,000	\$10,000
	General Grading and Drainage Works	L.S.	1	\$4,000	\$4,000
	Fill Placement	m ³	70	\$60	\$4,200
	Granular Base (150 mm thickness)	m ²	230	\$80	\$18,400
Waste Infrastructure	Installation of Existing Temporary Scale	L.S.	1	\$15,000	\$15,000
	Scale Foundation	L.S.	1	\$120,000	\$120,000
Subtotal					\$201,600
Engineering and Construction Quality Assurance					\$70,000
Contingency (15%)					\$30,240
Total (Excluding GST)					\$301,840

Notes:

Class 5 Cost estimates can range from -50% to +100% of total cost.

Fill Placement and Granular Base quantities have been doubled as a result of the relocation of the 80' scale.

L.S. – lump sum.

Table 6-4: Option 4 – Purchase a New 80' Scale

Item	Description	Unit	Approx. Quantity	Unit Price	Total Price
General Site Grading and Preparation	Mob/De-Mob	L.S.	1	\$20,000	\$20,000
	Removal of Existing Scale and Foundation	L.S.	1	\$10,000	\$10,000
	Surveying	L.S.	1	\$10,000	\$10,000
	General Grading and Drainage Works	L.S.	1	\$4,000	\$4,000
	Fill Placement	m ³	70	\$60	\$4,200
	Granular Base (150 mm thickness)	m ²	230	\$80	\$18,400
Waste Infrastructure	Scale (Including Installation)	L.S.	1	\$118,000	\$118,000
	Scale Foundation	L.S.	1	\$120,000	\$120,000
Subtotal					\$304,600
Engineering and Construction Quality Assurance					\$70,000
Contingency (15%)					\$45,690
Total (Excluding GST)					\$420,290

Note:

Class 5 Cost estimates can range from -50% to +100% of total cost.

L.S. – lump sum.

Option 5 – Flat Fee Charge

There are no costs associated with selecting the flat fee charge option, unless the PRRD would like the current scale to be removed. There may be administrative costs associated with amending the Solid Waste Regulation and Fees Bylaw No. 2525, 2023, to include the addition of flat rate acceptance fees. It is an option to continue using the current scale to support site operating records but discontinue its use for assessing fee charges by weight.

6.2 Cost Comparison

Table 6-5 summarizes the Class 5 cost estimate detailed evaluations for each option is presented in Section 5.1.

Table 6-5: Summary of Costs

Item	Option 1 Utilize Existing 35' Scale with Linkage Replacement	Option 2 Purchase a New 40' Scale	Option 3 Utilize Existing 80' Scale	Option 4 Purchase a New 80' Scale	Option 5 Flat Fee Charge
General Site Grading and Preparation	\$50,780	\$51,240	\$66,600	\$66,600	-
Waste Infrastructure	\$64,100	\$135,670	\$135,000	\$238,000	-
Subtotal Capital	\$114,880	\$186,910	\$201,600	\$304,600	-
Engineering and Construction Quality Assurance	\$45,000	\$60,000	\$70,000	\$70,000	-
Contingency (15%)	\$17,232	\$28,037	\$30,240	\$45,690	-
Total	\$177,112	\$274,947	\$301,840	\$420,290	-

Northern Scale has provided quotes to upgrade analog load scales to digital load scales with full lightening protection as is utilized at other PRRD sites. The cost would be \$13,950 for the 40' scale and \$23,440 for the 80' scale.

7.0 CONCLUSIONS

Based on the evaluation presented in this memorandum, there are considerations for each of the presented options based on site operations, future development, and anticipated maintenance.

The main priority for the PRRD is to minimize spending on the Landfill as the current Landfill is anticipated to close within the next eight years. Tetra Tech is currently investigating the expansion of the Landfill to the north; however, it is uncertain at this time whether this location will be approved by the Ministry.

As presented in the Class 5 capital cost estimates above, Option 5 is the lowest cost option to implement, where the PRRD moves to a flat rate fee schedule for this site. This option allows the PRRD to avoid spending over \$100,000 on new infrastructure when it is uncertain that the current location of the scale is appropriate for the future landfill expansion.

The remaining options (Option 1 through Option 4) enable an operational scale at the Landfill. Option 1 is estimated to be the lowest capital cost for continuing to have an operational scale; however, there is a higher risk with this option due to the unknown variables associated with aging infrastructure. The linkages and indicator will need to be replaced, in addition to the replacement of the foundation. There may be issues uncovered when the scale deck is removed from the existing foundation. The cost for replacement of the load cells has not been included in the presented cost estimate as their integrity has yet to be assessed. The cost has been quoted at \$1,360 per load cell – four new load cells may be required. Assessment of the existing load cells should be completed prior to the installation of the new foundation and placement of the scale. Other unknown costs may result from the post-installation inspection and calibration. Option 2 can be installed at the same location as the existing scale and provides the confidence associated with a new product.

Installation of an 80' scale as identified in Option 3 and Option 4 will provide additional queueing space for vehicles entering the Landfill, due to the relocation of scale. The current configuration of the entrance does not allow for a scale of this length to be installed in the same location as the existing. Previous designs have shown an 80' scale located southeast of the current scale house. Geological conditions are unknown and these options would require an intrusive investigation to ensure proper construction of the scale foundation. The scale house would need to be relocated to align with the new configuration of the scale. Additional costs may be associated with the transition of temporary to permanent use of the 80' scale, including an unknown approval period from the Ministry. The condition of the temporary scale was not assessed during the site visit and may have unknown issues. Further support from Northern Scale will be required to ensure the temporary scale functions properly and all systems and parts are compatible. Additional engineering support will be required to support the use of the temporary scale.

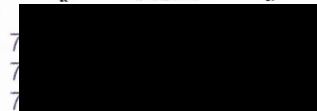
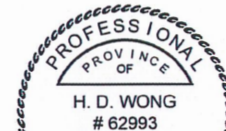
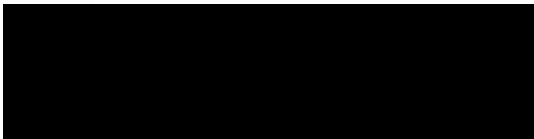
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9.0 CLOSURE

We trust this technical memo meets your present requirements. If you have any questions or comments, please contact the undersigned.

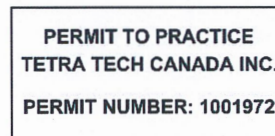
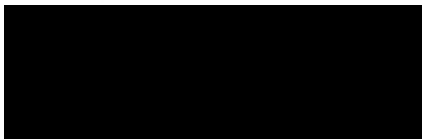
Respectfully submitted,
Tetra Tech Canada Inc.



2025-10-10

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LIMITATIONS ON USE OF THIS DOCUMENT

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**SOLID WASTE PUBLIC AND TECHNICAL STAKEHOLDER COMMITTEE
MEETING MINUTES**

**October 3, 2025, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC**

Directors Present: Director Hiebert, Electoral Area D, Committee Chair
Director Zabinsky, City of Fort St. John (via Zoom)

Committee members: Tammie Jensen, Dusty Road Ventures (via Zoom)
Owen Bloor, Doig River First Nations (via Zoom)
Jeremy Gardner, City of Fort St. John (via Zoom)
Kaylee Dynna, e360 Contractor (via Zoom)

Staff Present: Gerritt Lacey, Solid Waste Manager
Leah Dueck, Solid Waste Coordinator
Rosina Fraser-Bowden, Environmental Services Clerk
Suzanne Garrett, Corporate Services Coordinator/Recorder

1. CALL TO ORDER

Committee Chair Hiebert called the meeting to order at 10:03 a.m.

2. ADOPTION OF AGENDA

MOVED

Director Zabinsky

SECONDED

Director Hiebert

That the Solid Waste Public and Technical Stakeholder Committee adopt the October 3, 2025 agenda:

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. GALLERY QUESTIONS OR COMMENTS

4. ADOPTION OF MINUTES

4.1 Solid Waste Public and Technical Stakeholder Committee Draft Meeting Minutes of July 18, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 Draft 2025 Solid Waste Annual Report, ENV-SWPTSC-007

8.2 2026 Solid Waste Department Strategic Plan, ENV-SWPTSC-006

9. NEW BUSINESS

10. ITEM(S) FOR INFORMATION

10.1 Solid Waste Committee Terms of Reference

11. ROUNDTABLE

12. ADJOURNMENT

CARRIED

3. GALLERY COMMENTS OR QUESTIONS**4. ADOPTION OF MINUTES****4.1 Solid Waste Public and Technical Stakeholder Draft Committee Meeting Minutes of July 18, 2025**

MOVED Director Zabinsky

SECONDED Owen Bloor

That the Solid Waste Public and Technical Stakeholder Committee adopt the Solid Waste Public and Technical Stakeholder Committee Meeting minutes of July 18, 2025.

CARRIED**5. BUSINESS ARISING FROM THE MINUTES****6. DELEGATIONS****7. CORRESPONDENCE****8. REPORTS****8.1 2026 Solid Waste Department Plan, ENV-SWPTSC-006**

MOVED Director Zabinsky

SECONDED Owen Bloor

That the Solid Waste Committee Public and Technical Stakeholder Committee received the report titled “2026 Solid Waste Department Plan, ENV-SWPTSC-006” for discussion.

CARRIED

Comments raised during discussion on the report included:

- Solid Waste is the largest budget line item; uptake from the Industrial-Commercial-Institutional sector impacts the budget and there is a need to connect with the different sectors to encourage ‘Reduce, Reuse and Recycle’.
- How the demolition of the Site C worker camp will impact the Regional District; there must be alternative solutions rather than demolition and landfilling.
- The Regional District has reached out and requested an alternative solution from BC Hydro and are still waiting for a response.
- BC Hydro should have a decommissioning plan for the camp.
- There is a lot of interest in utilizing the buildings for alternative uses; BC Hydro has not made a decision on the final disposition of the buildings.

MOVED Director Zabinsky

SECONDED Owen Bloor

That the Solid Waste Committee Public and Technical Stakeholder Committee recommend that the Solid Waste Committee recommend that the Regional Board accept the report titled “2026 Solid Waste Department Plan, ENV-SWPTSC-006” and approve the attached “2026 Solid Waste Department Plan” which provides an overview of the services provided through the Solid Waste Management Function and the 2026 Solid Waste Work Plan.

CARRIED**9. NEW BUSINESS**



10. CONSENT CALENDAR

MOVED Director Zabinsky

SECONDED Owen Bloor

That the Solid Waste Public and Technical Stakeholder Committee receive the Draft 2025 Solid Waste Annual Report.

CARRIED

11. ITEMS FOR INFORMATION

11.1 Terms of Reference.

12. ROUNDTABLE

13. ADJOURNMENT

The Chair adjourned the meeting at 10:14 a.m.

CERTIFIED a true and correct copy of the Minutes of the Solid Waste Public and Technical Stakeholder Committee from a meeting held on October 3, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Leonard Hiebert, Committee Chair

Suzanne Garrett, Corporate Services
Coordinator/Recorder



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-194

From: Environmental Services

Date: October 24, 2025

Subject: Compaction Trailer Implementation Update

RECOMMENDATION:

That the Solid Waste Committee receive the report titled “Compaction Trailer Implementation Update, ENV-SWC-194”, which provides an update about the implementation of the compaction trailers at the Tumbler Ridge and Hudson’s Hope transfer stations through 2024 – 2025, for information.

BACKGROUND/RATIONALE:

On December 1, 2022, a supplemental business case was presented to the Solid Waste Committee for the purchase of three compaction trailers to be utilized at the Hudson’s Hope and Tumbler Ridge Transfer Stations for hauling household bagged waste collected at the site. The business case has been attached for reference.

On December 9, 2022, the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board receive the report titled “2023 Supplemental Request – Compactor Trailer Purchases, ENV-SWC-121” and approve the business case as presented for the compactor Trailer System for Transtor sites; further, that \$1,050,000 be allocated for the project as part of the 2023 Solid Waste Budget.

On February 6, 2024, the first compaction trailer was implemented at the Tumbler Ridge Transfer Station. Table 1 below provides a summary of the compaction trailer use to date.

Table 1: Tumbler Ridge Transfer Station Compaction Trailer Haulage

	Tonnage Hauled	# of Compaction Trailer Loads	Average Waste Haulage
2024 Feb - Oct	650,480kg	48	13,551kg
2024 Nov - Dec	140,050kg	9	15,561kg
2025 Jan - Sept	666,590kg	46	14,491kg

Following the completion of the Tier 1 upgrade project of the Hudson’s Hope Transfer Station, in November of 2024 the compaction trailers were put into service at the site. Table 2 below provides a summary of the compaction trailer use to date.

Table 2: Hudson's Hope Transfer Station Compaction Trailer Haulage

	Tonnage Hauled	# of Compaction Trailer Loads	Average Waste Haulage
2024 Nov - Dec	42,960kg	4	10,740kg
2025 Jan - Sept	297,690kg	18	16,538kg

One of the success criteria for the project was to increase tonnage hauled from 3.5 to 6 tons/load previously averaged with the walking floor trailer to 15 tons/load with the compaction trailers. Based on the numbers above, this success criteria outlined in the business case has been achieved.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

The initial purchase of the three compaction trailers cost \$1,107,402 including taxes, which translates to \$369,134 each.

Below, Tables 3 and 4 summarize the cost to date of hauling the compaction trailers, comparing it to the cost if still utilizing walking floor trailers as previously done.

Table 3: Tumbler Ridge Haulage Costs

	Comp. Trailer Actuals		Projected Walking Floor		Reduction	
	# Hauls	Cost	# Hauls	Cost	# Hauls	Cost
2024 Feb - Oct	48	\$90,864	130	\$136,500	82	\$45,636
2024 Nov – Dec*	9	\$17,037	26	\$58,110	17	\$41,073
2025 Jan - Sept	46	\$87,078	117	\$261,495	71	\$174,417
TOTALS	103	\$194,979	273	\$456,105	170	\$261,126

*New Hauling Contract and higher rates for walking floor loads came into effect November 1, 2024.

Since implementation of the compaction trailer at the Tumbler Ridge Transfer Station, haulage from the site over the last 20 months has been reduced by 170 trips which has also provided a total cost reduction of \$261,126.

Table 4: Hudson's Hope Haulage Costs

	Comp. Trailer Actuals		Projected Walking Floor		Reduction	
	# Hauls	Cost	# Hauls	Cost	# Hauls	Cost
2024 Nov - Dec	4	\$7,572	17	\$37,995	13	\$30,423
2025 Jan - Sept	18	\$34,074	78	\$174,330	60	\$140,256
TOTALS	22	\$41,646	95	\$212,325	73	\$170,679

Since implementation of the compaction trailer at the Hudson's Hope Transfer Station, haulage from the site over the last 11 months has been reduced by 73 trips which has also provided a total cost reduction of \$170,679.

Over the past 11 months with both sites utilizing compaction trailers the PRRD has saved \$386,169 in hauling costs for transporting household bagged waste. As outlined in the business case, the initial return on investment was anticipated to be 7 years based on the previous contract rates. Based on the tables above, the return on investment is now anticipated to be approximately 3.5 years, after which the PRRD is anticipated to save \$420,000 annually. At the end of 10 years the savings translate to approximately \$2,720,000.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

Based on 2024 data, 734,212 kgs of household bagged waste was transferred to the Bessborough Landfill in 245 trips from the Dawson Creek transfer station (DCTS) using 50-yard roll off bins.

Based on the reduced haulage at the Tumbler Ridge and Hudson's Hope sites, if DCTS utilized a compaction trailer, the same 734,000kgs of waste could have been hauled in 48 trips, reducing 197 trips annually.

Currently the waste haulage rate from DCTS is not high enough to reduce haulage costs if the site switches to utilizing a compaction trailer. Additionally, the site would require modifications to accommodate the trailers including the purchase of Transtor bins leading to higher initial capital costs. Staff will continue to monitor waste haulage from the site, if waste haulage rates increase, a business case can be presented to upgrade the DCTS for the use of a compaction trailer.

Attachments:

1. 2023 Business Case – Compaction Trailer System for Transtor Sites

External Links:

1. [2023 Supplemental Request – Compaction Trailer Purchases ENV-SWC-121](#) – See Item 11.9 on the Solid Waste Committee Agenda dated December 1, 2022.
2. [Compaction Trailer Systems for Transtor Sites, ENV-SWC-105](#) – See Item 9.1 on the Solid Waste Committee Agenda dated September 1, 2022.



Business Case

Compaction Trailer System for Transtor Sites

Executive Summary

Business Need

To increase the efficiency of the waste haulage system used at the Hudson's Hope and Tumbler Ridge transfer stations.

Expected Outcome

The use of compaction trailers is anticipated to reduce the number of trips by approximately 180 trips annually for the hauling of waste from these sites to landfill, and reduction to the cost of servicing these sites annually.

Recommendation

To purchase three compaction trailers that are compatible with the Transtor bin system that is currently used to service the Hudson's Hope and Tumbler Ridge Transfer Stations, further that \$1,050,000 be allocated to the project as part of the 2023 Solid Waste Capital Budget.

Justification

During the [September 1, 2022 Solid Waste Committee Meeting](#) a report was brought forward outlining the cost benefit analysis for the use of Compaction Trailers in place of the current system that uses walking floor trailers. In that report, it was presented that the purchase of three compaction trailers could result in a \$500,000 savings for the PRRD over a ten year period while reducing 1,800 haul trips when compared to the current system being used.

The Team

Team Member	Role
General Manager of Environmental Services	To provide overall program oversight to provide direction and support for implementation, procurement policies, and budgetary considerations.
Solid Waste Manager	To provide a program outline, work with regulatory bodies to ensure compliance, and oversee the implementation of the program through contract management and operational oversight.
Solid Waste Foreman	To coordinate purchase with Procurement, create an asset management and operation plan for the new trailers, and coordinate operations with hauling and transfer station contractors.
Solid Waste Coordinator	To support the Solid Waste Foreman with building operation plans and to coordinate tips with the hauling contractor.
Procurement Officer	Assist with contracts and purchases
Hauling Contractor	To supply the equipment and personnel needed to transport the trailers from site to site and dump the trailer at the landfill.
Transfer Station Contractors	To provide the staff needed for implementation of the system and coordinate pickups with the Solid Waste Coordinator.



Business Need Definition

Problem Statement

Currently, the collection and haulage from these Transtor sites is considered “loose”, meaning no compaction system is used during the collection or hauling process. On average, the weight of a load that is hauled from these sites is between 3.5 and 6 tonnes depending on the site, where they should be upwards of 15 tonne bases on the type of equipment hauling it. These sites are serviced 2 and 3 times a week leading to approximately 280 trips per year.

Impacts

1. The hauling contract will have to be amended for the hauling of a compaction trailer instead of the contractor supplied walking floor trailer.
2. The transfer station attendant contracts will have to be amended to outline the responsibilities of the attendant to operate the system as per the PRRD supplied operations manual.
3. Large upfront capital costs for the initial purchase.
4. As this will be the first time the PRRD has owned trailers of this size, the exact maintenance and inspection costs of operating the system are not known and a maintenance program will need to be implemented.

Project Overview

Project

Compaction Trailer System for Transtor Sites

Project Description

This project is to purchase three compaction trailers that are compatible with the Transtor bins that are currently used at the Hudson’s Hope and Tumbler Ridge transfer stations. A trailer would be left at each site below one of the Transtor bins. Throughout the day, the Transtor bin will service the customers of the site as usual. However, as the Transtor bin fills, the site attendants will tip the Transtor bin into the trailer and compact the waste daily or as needed. Once the trailer is full of compacted waste, the attendant will call for the trailer to be picked up and dumped at the landfill. The third trailer will be hauled to site to replace the full trailer to ensure that service is not interrupted. This third trailer will also allow for maintenance of the trailers and CVI inspections to be performed without the interruptions to the servicing of the sites.



Project Budget

Department: Environmental Services

Division: Solid Waste

Function: 500 – Regional Solid Waste Management

Capital Expenses	2023	2024	2025	2026	2027	Summary
3 – Compaction Trailers	\$1,050,000					
TOTAL	\$1,050,000	-	-	-	-	\$1,050,000

Capital Funding Sources	2023	2024	2025	2026	2027	Summary
Requisition	\$1,050,000					
TOTAL	\$1,050,000	-	-	-	-	\$1,050,000

Operational Expenses	2023	2024	2025	2026	2027	Summary
Maintenance and Inspection		\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
TOTAL		\$30,000	\$30,000	\$30,000	\$30,000	\$120,000

Operational Funding Sources	2023	2024	2025	2026	2027	Summary
Requisition		\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
TOTAL	-	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000

Project Goals and Objectives

The project goals are to reduce waste transportation by 60%, increase the weight of the loads hauled by 250%, and reduce transportation rates by 40%. This is a targeted haul reduction of approximately 180 loads per year, an average load weight around 15 tonne, and a savings of \$165,000 annually for hauling rates.



Project Performance Indicators

1. Average load weights of 15 tonnes.
2. No more than 80 trips per year.
3. By year 7, reduced hauling cost have returned the capital investment.

Assumptions

1. The current hauling contractor is able to haul the new compaction trailers with their current fleet and can negotiate the new rates as per the contract.
2. The current hauling contractor is able to move the trailers to inspection locations and maintenance shops as required.
3. The current transfer station attendants are able to use the compaction trailer for actuating the Transtor bins and compacting the loads as required.

Constraints

1. These trailers are commercial vehicles and will require annual Commercial Vehicle Inspections (CVI).

Project Milestones

March 2023	- Solid Waste Budget is approved
April 2023	- Tender package out for bid
May 2023	- Contract award, and order placed
September 2023	- Trailers arrive
November 2023	- Trailers are in service

Strategic Fit

This project fits under Strategy 11 “Improve Accessibility and Efficiency of the Solid Waste Network” of the Regional Solid Waste Management Plan (RSWMP) by reducing the amount of hauls needed to service the site increases the efficiency of the collection network while reducing the cost of providing the service.

Cost Benefits Analysis

Based on the report presented at the [September 1, 2022 Solid Waste Committee Meeting](#) the anticipated return on investment for the purchase of three trailers would come in year six. By the end of year ten the PRRD could save up to \$867,012 compared to the current system being utilized as well as see a reduction of 1,800 hauls in that period.

Assuming the annual cost for maintenance and inspection is \$30,000 a year, at the end of the ten year period the PRRD could see a total cost savings of \$500,000.

Alternatives Reviewed

1. Augur Compactor System – higher cost to implement and additional servicing may be required.

Approvals

Regional Board Approval Resolution



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-199

From: Environmental Services

Date: October 24, 2025

Subject: Taylor Closed Landfill Remediation Update

RECOMMENDATION:

That the Solid Waste Committee receive the report titled "Taylor Closed Landfill Remediation Update, ENV-SWC-199", which provides an overview of the remediation efforts completed by the District of Taylor and Peace River Regional District through 2025 at the Taylor Closed Landfill, for information.

BACKGROUND/RATIONALE:

On February 8, 2024 the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board send a letter to the District of Taylor requesting that they split the cost of remediation to complete the bulky waste cleanup and cover repairs as identified in the 2023 Taylor Closed Landfill Closures Report (Tetra Tech, November 16, 2023) which are estimated to total \$100,000, with the Peace River Regional District, prior to the Peace River Regional District considering the request for support of the transfer of ownership of Landfill Permit 1837, from the District of Taylor to the Peace River Regional District.

In 2024, the PRRD secured Stantec to provide engineering services for the design and construction oversight for the cap and cover remediation. The remediation design was completed September 26, 2024. Construction, including the necessary hauling, placement and compaction of the additional cap materials was anticipated to take one week to complete. The District of Taylor began work on the cap and cover remediation the week of October 7th, however due to challenges with the amount of clay needed, dryness of the clay stockpile, size of the equipment being used and staff availability, the installation of the clay lifts took longer than anticipated. By the end of the week, only 1 of 3 lifts were installed and the remaining cap and cover works and bulky waste cleanup were scheduled for completion in 2025.

In spring of 2025, the PRRD held a kickoff meeting with the District of Taylor and Stantec to discuss project timing for the cap and cover works and bulky waste cleanup. At the end of May and in early June the District of Taylor focused efforts on the cap and cover works with assistance from PRRD Field Services staff. By June 6th all the clay had been placed and compacted with only topsoil, seeding and coconut matt installation remaining. On July 4, 2025 the cap and cover project was completed. Stantec provided a construction summary report which is attached to this report as reference.

The District of Taylor began work on the bulky waste removal in September of 2025 over a couple days. The PRRD performed an inspection of the works on September 24, 2025 and noted a large amount of

bulky waste cleanup remained. Following the inspection, a site walk with District of Taylor staff was held on October 4, 2025 to go over the outstanding bulky waste items needing removal prior to PRRD sign off.

With the end of the construction year upon here, the remaining bulky waste cleanup works will take place in 2026.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

Table 1 below provides the costs to date incurred by both the PRRD and District of Taylor:

Table 1: Taylor Closed Landfill Remediation Costing

	District of Taylor	PRRD
2024 – Cap and Cover	\$18,397.04	\$35,107.60
2025 – Cap and Cover	\$38,720.94	\$46,499.89
2025 – Bulky Cleanup	\$13,533.60	\$0
Total Spend to Date	\$70,651.58	\$81,607.49

Of the \$81,607.49 in PRRD costs to date, \$67,264.07 is attributed to engineering services and \$14,343.42 is related to PRRD supplied labour and equipment for the cap and cover project.

With the cap and cover project extending into 2025, engineering expenses increased by \$11,657, compared to the original anticipated cost of \$55,607.

COMMUNICATIONS CONSIDERATION(S):

Staff will continue to work closely with District of Taylor staff and host a kick-off meeting in spring of 2026.

OTHER CONSIDERATION(S):

The bulky waste cleanup is a difficult task due to the amount of waste needing to be removed and access to the waste due to its location. Most of the bulky waste is found at the toe of the slope within the tree line or within the coulee. The Taylor Closed Landfill does not have a ring road to access this area, and the trees make accessing the area with equipment challenging. Removal of trees has been done to create an access point. If staff time for the bulky cleanup is limited to a week per year, completing the cleanup may take a few years.

Attachments:

1. Construction Completion Report – Cover System Remediation Taylor Closed Landfill

External Links:

1. [Taylor Closed Landfill Permit Ownership – Update, ENV-SWC-144](#) – See item 9.4 on the Solid Waste Committee Meeting Agenda dated January 19, 2024.
2. [Taylor Closed Landfill Permit Ownership, ENV-SWC-107](#) – See item 9.3 on the Solid Waste Committee Meeting Agenda dated September 1, 2022.
3. [PRRD Solid Waste Permit Update, ENV-SWC-098](#) – See item 9.7 on the Solid Waste Committee Meeting Agenda dated May 13, 2022.



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-201

From: Environmental Services

Date: October 24, 2025

Subject: Major Appliances Recycling Roundtable - Update

RECOMMENDATION:

That the Solid Waste Committee receive the report titled “Major Appliances Recycling Roundtable – Update, ENV-SWC-201” which provides an update on the partnership with the Major Appliances Recycling Roundtable of British Columbia (MARRBC) that came into effect August 15, 2025, for information.

BACKGROUND/RATIONALE:

On December 9, 2022 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board enter into a partnership with the Major Appliances Recycling Roundtable (MARRBC) for the collection of appliances at Peace River Regional District landfills and manned transfer stations; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

Staff began working with MARRBC in 2023 to solidify the agreement for the collection of appliances at PRRD landfills and Tier 1 Transfer Stations. Part of the requirement of the program is that any products that fall under the MARRBC collection are required to be accepted at PRRD sites for free. As a result, the PRRD was required to update the Solid Waste Fees and Charges Bylaw. Solid Waste Regulation and Fees Bylaw 2525, 2023 was submitted to the Province for approval on July 11, 2023.

On May 1, 2025 the Regional Board adopted Bylaw 2525, 2023 and on July 15, 2025, the agreement between the PRRD and MARRBC was signed, with a program start date of August 15, 2025 selected.

The MARRBC program collects over 15 categories of residential appliances. All program products collected fall into two main categories:

ODS* containing Products	Fridges, Freezers, Ice machines, Water coolers, AC units
Non-ODS containing Substances	Washers, Dryers, Dishwashers, Surface cooking units, Ranges, Ovens, Range hoods, Microwaves, Food disposers, Trash compactors

*ODS stands for Ozone Depleting Substances

Between August 15, 2025 and September 30, 2025, a total of 977 appliances were processed through the MARRBC program at PRRD landfills and attended Tier 1 transfer stations. A breakdown of ODS and Non-ODS containing products are provided below:

- ODS containing products 521
- Non-ODS containing products 456

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

As of August 15, 2025, MARRBC collected appliances are accepted free of charge at PRRD landfills and attended Tier 1 transfer stations.

Through the agreement between the PRRD and MARRBC, the PRRD receives incentives from MARRBC to offset costs of collection and processing appliances at the landfills. The rates are provided below for reference:

- ODS containing program products \$24.00/unit ODS removal fee
\$6.00/unit administration fee
- Non-ODS containing program products \$6.00/unit administration fee

Since the start of the program, the 977 appliances collected will generate the PRRD \$18,366. Prior to the MARRBC partnership the PRRD would have collected \$3.75/unit in tipping fees, equating to a revenue of \$3,663.75.

COMMUNICATIONS CONSIDERATION(S):

A Media Release was provided on August 11, 2025 to announce the launch of the MARRBC recycling program.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [Major Appliances Recycling Roundtable Partnership, ENV-SWC-113](#) – See Item 11.1 on the Solid Waste Committee Agenda dated December 1, 2022.



Solid Waste Committee Terms of Reference

1. Background:

- 1.1 The Peace River Regional District (PRRD) developed a Regional Solid Waste Management Plan that was approved in 2022. The current Plan addresses five key areas:
- a. Strategies to Encourage Reduction, Reuse and Recycling
 - b. Strategies to Increase Organics Diversion
 - c. Strategies to Increase Energy Recovery
 - d. Strategies to Improve Residual Waste Management
 - e. Strategies for Solid Waste Management Funding

2. Role of the Committee:

- 2.1 The general purpose of the Solid Waste Committee of the Peace River Regional District (SWC) is to act as the conduit between the Public Technical Stakeholder Committee (PTSC) and the Peace River Regional District Board regarding matters relating to Solid Waste in the region. The SWC will ensure the following actions are followed:
- a. To ensure regulatory provisions are appropriate to program delivery and recommend amendments to the Board and staff;
 - b. Adhere to, and amend as appropriate, the Regional Solid Waste Management Plan; and,
 - c. Approve the annual draft Solid Waste budget.

3. Structure of the Solid Waste Committee:

- 3.1 Members: The SWC will consist of six (6) Board members as appointed by the Chair and will consist of:
- i. Director from the City of Dawson Creek, or their alternate ;
 - ii. Director from the City of Fort St. John, or their alternate;
 - iii. Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, or Village of Pouce Coupe or District of Tumbler Ridge);
 - iv. Director or alternate director from one additional municipality in the North Peace (District of Hudson's Hope or District of Taylor);
 - v. Director or alternate director from the North Peace (Electoral Area 'B' or 'C');
 - vi. Director or alternate director from South Peace (Electoral Area 'D' or 'E');
 - vii. PRRD Board Chair, as ex-officio member;
 - viii. Appropriate Regional District staff person – non-voting.
- 3.2 The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis.
- 3.3 In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings.

4. Meetings:

- 4.1 The Committee shall meet as approved in conjunction with the Board meeting schedule each year;
- 4.2 Meetings will be open to the public;
- 4.3 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 4.4 The PRRD Board Chair will be given a copy of all Committee meeting agendas;
- 4.5 The Committee has the authority to add or reschedule its meetings as necessary.
- 4.6 The Committee has the authority to call special committee meetings as necessary.

5. Procedures:

- 5.1 Quorum – at least one-half of the members of the Committee;
- 5.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.
- 5.3 Advisory Sub-Committees – the Chair and Vice-Chair of the Solid Waste Committee shall be the Chair and Vice-Chair of any advisory sub-committee formed by the Solid Waste Committee, approved by the Regional Board.

Date Committee Established	March 10, 2016	Board Resolution #	RD/16/03/31
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/14
Amendment Date	November 24, 2022	Board Resolution #	RD/22/11/12 (24)
Amendment Date	May 1, 2025	Board Resolution #	RD/25/05/11
Amendment Date			