

Thursday, March 20, 2025, 9:45 a.m.

Board Room  
155 George Street  
Prince George, BC

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Pages

1. Call to Order

We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh, on whose land we live, work and play.

2. Adoption of Agenda

Recommendation:

*THAT the Environment and Parks Standing Committee agenda for March 20, 2025 be adopted as circulated.*

3. Adoption of Minutes

3.1 February 19, 2025 Environment and Parks Standing Committee Meeting Minutes 5

Recommendation:

*THAT the Minutes of the Environment and Parks Standing Committee meeting held on February 19, 2025 be adopted as circulated.*

4. Chairperson's Report

5. Reports

5.1 Recycle BC Principal and Satellite Depot Offer and Contractual Agreement 8

Purpose: Consider Offer from Recycle BC for two additional depots and Execution of the Contractual Agreement

Attachments: None

Previous Reports:

1. Item No. 6.1, February 2025
2. Item No. 5.1, August 2024
3. Item No. 5.1, April 2024
4. Item No. 6.3, February 2024

Recommendation:

*1. THAT the report dated March 3, 2025 regarding "Recycle BC Principal and Satellite Depot Offer and Contractual Agreement" be received for information.*

**Recommendation:**

*2. THAT the Committee recommend to the Board that the Regional District of Fraser-Fort George (Regional District) accept the offer from Recycle BC to operate an additional principal depot at the Vanway Regional Transfer Station and a satellite depot at the McBride Regional Transfer Station.*

**Recommendation:**

*3. THAT the Committee recommend to the Board that the Chair and Corporate Officer be authorized to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC to operate four principal depots at the Quinn Street Regional Recycling Depot, the Valemound Regional Transfer Station, the Mackenzie Regional Transfer Station and the Vanway Regional Transfer Station along with one satellite depot at the McBride Regional Transfer Station.*

**5.2 Fibre Recycling Bin Hauling Services - Rural Transfer Stations**

52

Purpose: Consider Competitive Bid Process

Attachments: None

Previous Reports: None

**Recommendation:**

*1. THAT the report dated March 3, 2025 regarding “Fibre Recycling Bin Hauling Services – Rural Transfer Stations” be received for information.*

**Recommendation:**

*2. THAT the Committee recommend to the Board that a competitive bid process be entered into for the provision of fibre recycling bin hauling services at rural transfer stations and the servicing of three cardboard compactors in Mackenzie, McBride and Valemound.*

**5.3 Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park**

54

Purpose: Consider Contract Extension

Attachments: Signed Extension Offer Letter dated February 12, 2025 from Shelton Rafferty

Previous Reports:

1. Item No. 6.5, March 2024

2. Item No. 6.7, March 2021

**Recommendation:**

*1. THAT the report dated March 3, 2025 regarding “Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park” be received for information.*

**Recommendation:**

*2. THAT the Committee recommend to the Board that Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and*

*Berman Lake Regional Park be approved for a one-year contract extension to Shelton Rafferty, Owner, R and M Maintenance Services for the term of May 1, 2025 to April 30, 2026.*

**5.4 Contract ES-21-14 – Solid Waste Hauling Services – Mackenzie Regional Transfer Station**

62

Purpose: Consider Contract Extension

Attachments: Extension Offer Letter dated February 19, 2025

Previous Reports: Item No. 5.1, November 2021

**Recommendation:**

*1. THAT the report dated March 3, 2025 regarding “Contract ES-21-14 Solid Waste Hauling Services – Mackenzie Regional Transfer Station” be received for information.*

**Recommendation:**

*2. THAT the Committee recommend to the Board that Contract ES-21-14 Solid Waste Hauling Services – Mackenzie Regional Transfer Station be approved for a one-year contract extension to Twin Rivers Developments Ltd. for the term of May 1, 2025 – April 30, 2026.*

**5.5 Contract ES-23-11 – Road Watering Services – Foothills Boulevard Regional Landfill**

69

Purpose: Consider Contract Extension

Attachments: Signed Extension Offer Letter dated February 12, 2025 from Grandview Water Hauling

Previous Reports: Item No. 5.2 May 2023

**Recommendation:**

*1. THAT the report dated March 3, 2025, regarding “Contract ES-23-11 Road Watering Services – Foothills Boulevard Regional Landfill” be received for information.*

**Recommendation:**

*2. THAT the Committee recommend to the Board that Contract ES-23-11 Road Watering Services – Foothills Regional Landfill be approved for a one-year contract extension to Michael Bompas DBA Grandview Water Hauling for the term of June 1, 2025 – April 30, 2026.*

**5.6 Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill**

75

Purpose: Consider Contract Extension

Attachments: Signed Extension Offer Letter dated February 12, 2025 from McElhanney Ltd.

Previous Reports: Item No. 12.3, May 2024

**Recommendation:**

*1. THAT the report dated March 3, 2025 regarding “Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill” be*

*received for information.*

**Recommendation:**

*2. THAT the Committee recommend to the Board that Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill be approved for a one-year contract extension to McElhanney Ltd. for the term of June 1, 2025 – May 31, 2026.*

6. **Correspondence**
7. **New Business**
8. **Adjournment**



MINUTES OF THE MEETING OF THE ENVIRONMENT AND PARKS STANDING COMMITTEE OF THE  
REGIONAL DISTRICT OF FRASER-FORT GEORGE HELD ON WEDNESDAY, FEBRUARY 19, 2025 IN  
THE BOARDROOM 155 GEORGE STREET, PRINCE GEORGE, BC

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Directors Present:            Director D. Alan, Chairperson  
                                 Director J. Atkinson  
                                 Director L. Beckett  
                                 Director K. Dunphy  
                                 Director B. Empey  
                                 Alternate Director T. Klassen  
                                 Alternate Director S. Scott  
                                 Director O. Torgerson

Also in Attendance:        Director A. Kaehn  
                                 Director V. Mobley (remote)  
                                 Director G. Runtz  
                                 Director K. Sampson

Staff Present:              C. Calder, Chief Administrative Officer  
                                 M. Connelly, General Manager of Legislative and Corporate Services  
                                 K. Jonkman, General Manager of Community and Development Services  
                                 S. White, General Manager of Financial Services  
                                 L. Zapotichny, General Manager of Environmental Services  
                                 S. Rich, Supervisor of Information Technology

Minutes Recorded and      B. Bowes, Clerk Typist III/Reception  
Produced by:

Media:                        Colin Slark, Prince George Citizen

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**1.     Call to Order**

The General Manager of Legislative and Corporate Services called the meeting to order at 3:01 p.m.

The Regional District acknowledged the unceded ancestral lands of the Lheidli T'enneh, on whose land we live, work and play.

The General Manager of Legislative and Corporate Services proceeded to do a roll call of Directors to confirm those attending remotely and those attending in person.

**2.     Election of Committee Chair**

M. Connelly, General Manager of Legislative and Corporate Services advised that Alternate Directors are not eligible to be elected as Committee Chair; and that Directors attending remotely who are members of the Committee are considered to be in attendance and are eligible to be nominated.

M. Connelly, General Manager of Legislative and Corporate Services, called three times for nominations for the position of Chairperson of the Environment and Parks Standing Committee for 2025.

Director Beckett nominated Director Alan. Director Alan accepted the nomination.

There were no further nominations.

M. Connelly, General Manager of Legislative and Corporate Services declared Director Alan elected by acclamation as Chairperson of the Environment and Parks Standing Committee for 2025.

Director Alan assumed the Chair - 3:03 p.m.

**3. Adoption of Agenda**

Moved by Torgerson  
Seconded by Klassen

*THAT the Environment and Parks Standing Committee agenda for February 19, 2025 be adopted as circulated.*

CARRIED

**4. Adoption of Minutes**

**4.1 October 17, 2024 Environment and Parks Standing Committee Meeting Minutes**

Moved by Atkinson  
Seconded by Beckett

*THAT the Minutes of the Environment and Parks Standing Committee meeting held on October 17, 2024 be adopted as circulated.*

CARRIED

**5. Chairperson's Report**

The Chairperson advised that there was no report.

**6. Reports**

**6.1 Recycle BC Offer Update**

Discussion ensued. L. Zapotichny, General Manager of Environmental Services, responded to a query from a Director regarding the distinction between principal and satellite depots.

Moved by Empey  
Seconded by Dunphy

*THAT the report dated February 12, 2025 regarding "Recycle BC Offer Update" be received for information.*

CARRIED

**6.2 Contract ES-25-02 – Scrap Metal Recycling Services**

Moved by Klassen  
Seconded by Scott

*THAT the report dated February 7, 2025, regarding "Contract ES-25-02 - Scrap Metal Recycling Services" be received for information.*

CARRIED

Moved by Atkinson  
Seconded by Torgerson

*THAT the Committee recommend to the Board that Contract ES-25-02 - Scrap Metal Recycling Services be awarded to Richmond Steel Recycling Ltd. for the period of April 1, 2025 to March 31, 2028.*

CARRIED

**6.3 Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station**

Moved by Beckett  
Seconded by Empey

*THAT the report dated February 3, 2025 regarding "Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station" be received for information.*

CARRIED

Moved by Dunphy  
Seconded by Klassen

*THAT the Committee recommend to the Board that Contract ES-25-03 – Caretaker Services – Chief Lake Regional Transfer Station be awarded to Shelton Rafferty, Owner, R and M Maintenance Services, for the total amount of \$6,000 per month (excluding taxes) from April 1, 2025 to March 31, 2028.*

CARRIED

**6.4 Earthworks Services in Support of Cell Two Development at the Foothills Boulevard Regional Landfill**

Moved by Scott  
Seconded by Atkinson

*THAT the report dated February 3, 2025, regarding “Earthworks Services in Support of Cell Two Development at the Foothills Boulevard Regional Landfill” be received for information.*

CARRIED

Moved by Atkinson  
Seconded by Torgerson

*THAT the Committee recommend to the Board that a competitive bid process be entered into for earthworks services in support of Cell Two Development at the Foothills Boulevard Regional Landfill.*

CARRIED

**6.5 Solid Waste Asset Management Planning Consulting Services**

Moved by Beckett  
Seconded by Empey

*THAT the report dated February 7, 2025, regarding “Solid Waste Asset Management Planning Consulting Services” be received for information.*

CARRIED

Moved by Torgerson  
Seconded by Atkinson

*THAT the Committee recommend to the Board that a competitive bid process be entered into for the purpose of engaging consulting services for solid waste asset management planning.*

CARRIED

**7. Adjournment**

Moved by Torgerson  
Seconded by Scott

*THAT the meeting be adjourned - 3:13 p.m.*

CARRIED

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Chair

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General Manager of Legislative and  
Corporate Services



# REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8  
Telephone: (250) 960-4400 / Fax: (250) 563-7520  
Toll Free: 1-800-667-1959 / [www.rdffg.ca](http://www.rdffg.ca)

## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: RECY 1.23

FROM: Laura Zapotichny, General Manager of Environmental Services

DATE: March 3, 2025

SUBJECT: Recycle BC Principal and Satellite Depot Offer and Contractual Agreement

SUMMARY: Purpose: Consider Offer from Recycle BC for two additional depots and Execution of the Contractual Agreement

Attachments: None

Previous Reports:

1. Item No. 6.1, February 2025
2. Item No. 5.1, August 2024
3. Item No. 5.1, April 2024
4. Item No. 6.3, February 2024

### RECOMMENDATION(S):

1. THAT the report dated March 3, 2025 regarding "Recycle BC Principal and Satellite Depot Offer and Contractual Agreement" be received for information.
2. THAT the Committee recommend to the Board that the Regional District of Fraser-Fort George (Regional District) accept the offer from Recycle BC to operate an additional principal depot at the Vanway Regional Transfer Station and a satellite depot at the McBride Regional Transfer Station.
3. THAT the Committee recommend to the Board that the Chair and Corporate Officer be authorized to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC to operate four principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station, the Mackenzie Regional Transfer Station and the Vanway Regional Transfer Station along with one satellite depot at the McBride Regional Transfer Station.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

On November 14, 2024, Environmental Services administration sent a letter to Recycle BC asking for four additional principal depots at the following locations: the Cummings Road Regional Transfer Station, McBride Regional Transfer Station, Vanway Regional Transfer Station, and the Foothills Boulevard Regional Landfill. On February 12, 2025, Recycle BC responded to the letter and offered to onboard the Vanway Regional Transfer Station as a principal depot and the McBride Regional Transfer Station as a satellite depot.

Residents in the west end of Prince George and Electoral Area C and the residents of electoral area H outside of Valemount as well as residents in McBride, will benefit from enhanced recycling services including a convenient option for printed paper and packaging recycling, and including glass, Styrofoam, soft plastics and cartons and containers.

The Committee is being asked to recommend to the Board that:

- the Regional District accept the offer from Recycle BC to operate an additional principal depot at the Vanway Regional Transfer Station and a satellite depot at the McBride Regional Transfer Station
- the Chair and Corporate Officer be authorized to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC to operate four principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station, the Mackenzie Regional Transfer Station and the Vanway Regional Transfer Station along with one satellite depot at the McBride Regional Transfer Station.

## RELEVANT POLICIES:

1. *Environmental Management Act*
  - establishes the requirement for regional districts to undertake solid waste management planning; and
  - provides authority for the Minister to regulate extended producer responsibility (product stewardship) initiatives.
2. *Recycling Regulation 449/2004*
  - establishes implementation of extended producer responsibility (product stewardship) programs in British Columbia.
3. 2015 Regional Solid Waste Management Plan
  - establishes stewardship programs as waste management tool; and
  - maintain multi-material drop depots as residential recycling services.
4. Policy RD-23-22: Extended Producer Responsibility Programs
  - establishes a framework that defines the Regional District's role in providing waste diversion collection services for Extended Producer Responsibility (EPR) programs.
5. Waste Reduction Services Establishment Bylaw No. 2901, 2014
  - establishes the sub-regional service which supports the delivery of the multi-material recycling program.

## STRATEGIC PRIORITIES ALIGNMENT:

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input checked="" type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input type="checkbox"/> Statutory or Routine Business            |  |  |

## SERVICE RELEVANCE:

The Regional District provides solid waste services for the entire Regional District of Fraser-Fort George including waste diversion opportunities and is committed to supporting waste diversion strategies outlined in the *2015 Regional Solid Waste Management Plan* including the opportunity to receive funding through designated EPR organizations.

## FINANCIAL CONSIDERATION(S):

The printed paper and packaging program is funded from the Solid Waste (3305) and Waste Reduction (3307) budgets.

## OTHER CONSIDERATION(S):

N/A

**DECISION OPTIONS:**

## 1. Approve recommendation.

- a recommendation will be made to the Board that:
  - the Regional District accept the offer from Recycle BC to operate an additional principal depot at the Vanway Regional Transfer Station and a satellite depot at the McBride Regional Transfer Station
  - the Chair and Corporate Officer be authorized to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC to operate four principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station, the Mackenzie Regional Transfer Station and the Vanway Regional Transfer Station along with one satellite depot at the McBride Regional Transfer Station

Other Option:

- a. do not accept the offer and execute Recycle BC's Master Service Agreement and Statement of Work for four principal depots and one satellite depot in the Regional District's solid waste services network.
  - this would result in no multi-material recycling services within the Regional District's solid waste services network

**COMMENTS:**

Environmental Services Administration recommends that the Committee recommend to the Board to accept the offer from Recycle BC and to authorize the Chair and Corporate Officer to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC to operate four principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station, the Mackenzie Regional Transfer Station and the Vanway Regional Transfer Station along with one satellite depot at the McBride Regional Transfer Station.

Respectfully submitted,

"Laura Zapotichny"

Laura Zapotichny  
General Manager of Environmental Services

LZ:jt



# REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8  
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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: RECY 1.23

FROM: Laura Zapotichny, General Manager of Environmental Services

DATE: February 12, 2025

SUBJECT: Recycle BC Offer Update

SUMMARY: Purpose: For Information

Attachments:

1. Letter dated February 12, 2025 - Recycle BC Depot Onboarding Letter
2. Letter dated November 14, 2024 to Recycle BC regarding Consideration of Principal Depot Locations in 2025

Previous Reports:

1. Item No. 5.1, August 2024
2. Item No. 5.1, April 2024
3. Item No. 6.3, February 2024

### RECOMMENDATION(S):

THAT the report dated February 12, 2025 regarding "Recycle BC Offer Update" be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

### ISSUE(S):

On November 14, 2024, Environmental Services administration sent a letter to Recycle BC asking for four additional principal depots: Cummings Road Regional Transfer Station, McBride Regional Transfer Station, Vanway Regional Transfer Station, and Foothills Boulevard Regional Landfill. On February 12, 2025, Recycle BC responded to the letter and offered to onboard the Vanway Regional Transfer Station as a principal depot and the McBride Regional Transfer Station as a satellite depot.

Residents in the west end of Prince George and Electoral Area C and the residents of electoral area H outside of Valemount as well as residents in McBride, will benefit from enhanced recycling services including a convenient option for printed paper and packaging recycling, and including glass, Styrofoam, soft plastics and cartons and containers.

The Committee is not being asked to make any decisions at this time. Environmental Services Administration will be in attendance to answer questions.

### RELEVANT POLICIES:

1. *Environmental Management Act*
  - establishes the requirement for regional districts to undertake solid waste management planning; and
  - provides authority for the Minister to regulate extended producer responsibility (product stewardship) initiatives.
2. *Recycling Regulation 449/2004*
  - establishes implementation of extended producer responsibility (product stewardship) programs in British Columbia.

3. 2015 Regional Solid Waste Management Plan
  - establishes stewardship programs as waste management tool; and
  - maintain multi-material drop depots as residential recycling services.
4. Policy RD-23-22: Extended Producer Responsibility Programs
  - establishes a framework that defines the Regional District's role in providing waste diversion collection services for Extended Producer Responsibility (EPR) programs.
5. Waste Reduction Services Establishment Bylaw No. 2901, 2014
  - establishes the sub-regional service which supports the delivery of the multi-material recycling program.

### STRATEGIC PRIORITIES ALIGNMENT:

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input checked="" type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input type="checkbox"/> Statutory or Routine Business            |  |  |

### SERVICE RELEVANCE:

The Regional District provides solid waste services for the entire Regional District of Fraser-Fort George including waste diversion opportunities and is committed to supporting waste diversion strategies outlined in the *2015 Regional Solid Waste Management Plan* including the opportunity to receive funding through designated EPR organizations.

### FINANCIAL CONSIDERATION(S):

The printed paper and packaging program is funded from the Solid Waste (3305) and Waste Reduction (3307) budgets.

Expenditures required to facilitate the Recycle BC program as well as to provide fibre only bins at nine rural transfer stations is reflected in the 3305 and 3307 budgets for the 2025 year.

### OTHER CONSIDERATION(S):

Residents in Electoral Area D – Tabor Lake and Stone Creek, serviced by the Cummings Road and Buckhorn Regional Transfer Stations would not have enhanced recycling services. However, there are plans to return a fibre collection bin to each of these sites.

Residents in Electoral Area A – Salmon River - Lakes, along with these who live in the north end of Prince George would be required to utilize the already established Recycle BC Depot at the Hart Return It Bottle Depot. The Chief Lake Regional Transfer Station is on the list to receive a fibre bin.

Recycle BC has indicated that the Foothills Boulevard Regional Landfill could be considered for depot service in 2026.

### DECISION OPTIONS:

1. Approve recommendation.
  - The report will be received for information.

### COMMENTS:

The McBride Regional Transfer Station and the Vanway Regional Transfer Station meet all eligibility requirements under both the current Recycle BC program plan as well as the proposed Recycle BC 2022 draft stewardship plan that is still under review by the Province.



Recycle BC has provided new Master Service Agreements and Statements of Work that will be presented to the Board for consideration at the March 2025 meeting and will include the following sites as principal depots: the Valemount Regional Transfer Station, Mackenzie Regional Transfer Station, Quinn Street Regional Recycling Depot and the Vanway Regional Transfer Station. The McBride Regional Transfer Station will be included as a satellite depot.

Respectfully submitted,

“Laura Zapotichny”

Laura Zapotichny  
General Manager of Environmental Services

LZ:jt



405-221 West Esplanade  
North Vancouver, BC V7M 3J3

February 12, 2025

**RE: Recycle BC 2025 Depot Onboarding Letter**

Laura Zapotichny  
General Manager of Environmental Services  
Fraser-Fort George Regional District  
155 George Street  
Prince George, BC V2L 1P8

Via Email

Dear Laura,

Recycle BC has completed its 2025 provincial depot system analysis and has determined that the Regional District of Fraser-Fort George (RDFFG) is eligible for additional depot services in the region.

Recycle BC is a not-for profit organization responsible for residential packaging and paper product recycling throughout British Columbia (BC), servicing close to 2 million households or over 99% of BC through curbside, multi-family and/or depot services. At present there are over 230 depots collecting residential packaging and paper product under the Recycle BC program.

The analysis that has recently concluded reviewed rural and remote, as well as urban communities in BC, and considered factors such as population, the inclusion of other relevant services, distance to a larger service center and distance to an existing Recycle BC depot.

Recycle BC has concluded that the RDFFG is approved for Recycle BC depots in 2025 at the following locations, provided that all program requirements and collection standards are met:

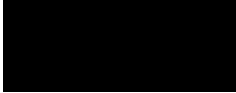
- Vanway Regional Transfer Station, Principal Depot
- McBride Regional Transfer Station, Satellite Depot

Such depots must be staffed, secure during non-operating hours, accept all applicable categories of packaging and paper products, have the capacity to ensure only material from residential sources is collected under the Recycle BC program, and meet all other Recycle BC depot requirements.



If the RDFFG is interested in adding these locations to its Recycle BC Statement of Work or if you require further information please reach out at your earliest convenience. Note that Recycle BC requires a minimum of 90 days from agreement signature to service commencement. We look forward to hearing from you.

Thank you,



Martin Dickson  
Collection Specialist, Collection, Recycle BC

Cc:  
Brendan McShane, Director, Collection, Recycle BC  
Carmen Fennell, Manager, Collection, Recycle BC



# REGIONAL DISTRICT of Fraser-Fort George

Head Office:  
155 George Street  
Prince George, BC  
V2L 1P8

Telephone:  
(250) 960-4400  
Long Distance  
from within  
the Regional District:  
1-800-667-1959

Fax: (250) 563-7520

<http://www.rdffg.bc.ca>

**Municipalities:**

McBride  
Mackenzie  
Prince George  
Valemount

**Electoral Areas:**

Chilako River-Nechako  
Crooked River-Parsnip  
Robson Valley-Canoe  
Salmon River-Lakes  
Tabor Lake-Stone Creek  
Willow River-Upper Fraser  
Woodpecker-Hixon

November 14, 2024

RECY 1.29

To: Martin Dickson  
Collections Specialist, Collection, Interior & North

SENT VIA EMAIL: [mt dickson@recyclebc.ca](mailto:mt dickson@recyclebc.ca)

**Re: Consideration of Principal Depot Locations  
in the Regional District of Fraser-Fort George in 2025**

In spring of 2024, the Board for the Regional District of Fraser-Fort George (RDFFG) voted in favour of signing an offer letter from Recycle BC to partner with the agency to provide expanded services within the region for residential packaging and paper product recycling. The offer from Recycle BC was to provide three principal depots at the Valemount Regional Transfer Station, the Mackenzie Regional Transfer Station and the Quinn Street Regional Recycling Depot located in Prince George. The service became operational on September 16, 2024, with residents reporting a high degree of satisfaction with the expanded recycling services offered.

The RDFFG is located in the central interior of British Columbia, with seven electoral areas and four member municipalities (Prince George, Valemount, McBride and Mackenzie). The land area is over 50,000 square kilometres, with the RDFFG operating an extensive transfer station network to service this large area.

With the three principal depots now operational, residents in Mackenzie and Valemount saw a return of recycling services. However, there remains areas that are not serviced by a local depot, including the Village of McBride, as well as rural areas adjacent to the Prince George hub.

The RDFFG is asking for four additional principal depots and to operate them at already established transfer stations within the RDFFG solid waste network.

The four locations are all staffed, gated, fenced and have hours of operations. Each location serves as a hub for the rural populations that utilize these sites for solid waste and recycling services.

The RDFFG has provided the 2021 Canada Census numbers for residents that would be serviced by depots at these locations:

1. Cummings Road Regional Transfer Station
  - A principal depot in this location would serve residents located in Electoral Area D (Tabor Lake – Stone Creek), residents in Electoral Area F (Willow River – Upper Fraser) and residents in Electoral Area E (Hixon – Woodpecker).
  - Electoral Area D population: 4,375
  - Electoral Area F population: 1,249
  - Electoral Area E population: 533
    - i. Total population served: 6,157
2. McBride Regional Transfer Station
  - A principal depot in this location would serve the residents of the village of McBride, but also residents located in Electoral Area H (Robson Valley – Canoe) not including those located in Tete Jaune and Valemount
  - McBride Population: 588
  - Electoral Area H (does not include Valemount): 1,589
    - i. Total population served: 2,177
3. Vanway Regional Transfer Station (located on the west end of Prince George)
  - A principal depot in this location would serve the residents of Prince George who do not qualify for curbside collection and residents in Electoral Area C (Chilako River – Nechako).
  - Electoral Area C population: 1,503

- i. Total rural population served: 3,603*
- 4. Foothills Boulevard Regional Landfill (located on the north end of Prince George)
  - A principal depot in this location would service residents of Prince George who do not qualify for curbside collection and residents in Electoral Area A (Salmon River – Lakes) and Electoral Area G (Crooked River – Parsnip).
  - Electoral Area A population: 3,471
  - Electoral Area G population: 365
  - i. Total rural population served: 3,836*

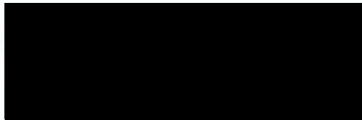
These four locations are some of the busiest sites within the RDFFG transfer station network. With the Recycle BC program now available at three locations, many residents have been asking when the program will be coming to other sites.

The RDFFG is committed to working on reducing the amount of waste going to landfills, including providing access to stewardship programs to as many residents as possible under the Extended Producer Responsibility model in British Columbia.

A key objective in the approved 2015 Regional Solid Waste Management Plan was the on-going improvement of waste diversion. One of the issues that the Plan identified was that the residential recycling services currently provided in the RDFFG transfer station network does not receive funding through designated EPR organizations like Recycle BC (formally Multi-Material BC) and consequently consumers pay for recycling twice through the purchase of products and again through their taxes (used by the RDFFG to fund their multi-material recycling program). Adding four more principal depots to the RDFFG transfer station network would significantly increase the access, residents in this region have, to residential packaging and printed paper recycling.

If these four locations were approved as principal depots, along with the three principal depots already in operation, all member municipalities and all electoral areas within the Regional District of Fraser-Fort George would be serviced by Recycle BC.

Yours truly,



Laura Zapotichny  
General Manager of Environmental Services

Telephone: 250-960-4400

LZ:jt



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: RECY 1.23

FROM: Laura Zapotichny, General Manager of Environmental Services

DATE: August 2, 2024

SUBJECT: Recycle BC Update

SUMMARY: Purpose: For Information  
Attachments: Backgrounder  
Previous Reports:  
1. Item 5.1, April 2024  
2. Item 6.3, February 2024

### RECOMMENDATION(S):

THAT the report dated August 2, 2024, regarding "Recycle BC Update" be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

### ISSUE(S):

At the April 2024 Board Meeting, the Board agreed to the offer from Recycle BC to operate three principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station, and the Mackenzie Regional Transfer Station and Select Waste Landfill. The Chair and Corporate Officer were authorized to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC.

With the contractual agreements signed, Environmental Services Administration (ESA) has been working on meeting the operational needs of each site with an anticipated opening of the Recycle BC program on September 16, 2024.

There are several key areas that must be addressed before the program can begin, including but not limited to: education and signage, collection and storage, training of site attendants and infrastructure.

Recycle BC will be providing the initial signage for each site as well as all the informational brochures and pamphlets for site users. Once the sites are operational, ESA will determine if additional signage is required. Recycle BC is working on an informational update to be released to the public and site users to be supplemented with advertising by the RDFFG.

Collection of the recyclables will be in 'megabags' that are stored in refurbished metal containers, provided by the RDFFG. The megabags are supplied by Recycle BC. At the Quinn Street Regional Recycling Depot, two forty-yard roll off containers will be supplied by Recycle BC for cardboard and mixed paper product, as it is anticipated that the greatest volume of material will be collected at this site and under those waste streams.

ESA is working with Recycle BC to develop training for contractors and staff. ESA will be providing on-going support and training to site attendants once the program begins.

One of the largest pieces of onboarding Recycle BC has been ensuring that the proper infrastructure is in place for the program start date of September 16, 2024. This includes machinery and/or equipment to move full megabags of recyclables and storage for tools, equipment and filled megabags.

The Committee is not being asked to make any decisions at this time. Environmental Services Administration will be in attendance to answer questions.

**RELEVANT POLICIES:**

1. *Environmental Management Act*
  - establishes the requirement for regional districts to undertake solid waste management planning; and
  - provides authority for the Minister to regulate extended producer responsibility (product stewardship) initiatives.
2. *Recycling Regulation 449/2004*
  - establishes implementation of extended producer responsibility (product stewardship) programs in British Columbia.
3. 2015 Regional Solid Waste Management Plan
  - establishes stewardship programs as waste management tool; and
  - maintain multi-material drop depots as residential recycling services.
4. RD-23-22: Extended Producer Responsibility Programs
  - establishes a framework that defines the Regional District's role in providing waste diversion collection services for Extended Producer Responsibility (EPR) programs.
5. Waste Reduction Services Establishment Bylaw No. 2901, 2014
  - establishes the sub-regional service which supports the delivery of the multi-material recycling program.

**STRATEGIC ALIGNMENT:**

- ☒ Climate Action     
 ☐ Economic Health     
 ☐ Indigenous Relations     
 ☒ Strong Communities  
☐ None – Statutory or Routine Business

**SERVICE RELEVANCE:**

The Regional District provides solid waste services for the entire Regional District of Fraser-Fort George including waste diversion opportunities and is committed to supporting waste diversion strategies outlined in the *2015 Regional Solid Waste Management Plan* including the opportunity to receive funding through designated EPR organizations.

**FINANCIAL CONSIDERATION(S):**

The Multi-Material Recycling Service program is funded from the 3305 - Solid Waste and the 3307 - Waste Reduction budgets.

Expenditures required to facilitate program startup and ongoing operational costs once the principal depots are launched are covered by these budgets. Given the temporary pause in recycling services as of May 31, 2024, there is sufficient funding to redirect to the required expenditures.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendation:
  - report will be received.

**COMMENTS:**

Environmental Services Administration continues to work with contractors, staff and Recycle BC to ensure the three principal depots are ready for the start of the program on September 16, 2024. This includes ensuring that staff and contractors are trained, signage and infrastructure is in place and the public is informed of the opening of the three Recycle BC depots.

Once the three principal depots are operational, Environmental Services Administration will work with Recycle BC for additional principal depots in 2025 as well as identifying the locations where satellite depots may be located.

Respectfully submitted,

“Laura Zapotichny”

Laura Zapotichny  
General Manager of Environmental Services

LZ:jt





## BACKGROUNDER

Recycle BC is the not-for-profit stewardship agency that is responsible for residential packaging and paper product recycling throughout British Columbia. Recycle BC ensures packaging and paper product is collected from households and recycling depots, sorted and responsibly managed and recycled.

There are three locations that are set to become principal depots on September 16, 2024. The Mackenzie Regional Transfer Station and Select Waste Landfill (Mackenzie), the Valemount Regional Transfer Station (Valemount) and the Quinn Street Regional Recycling Depot (Quinn Street).

Environmental Services Administration (ESA) has been working on meeting the operational requirements to ensure these sites are able to receive recycling material starting on that date.

### Mackenzie:

With the approval of the Recycle BC program, the recycle bins that had been in the town centre were removed on May 31, 2024. There have been concerns from residents about accessibility to recycling services, as the Recycle BC program requirements dictate that the program is operated from the Mackenzie Regional Transfer Station.

ESA is proposing an hour increase to the site. The site currently is open five days a week: Sunday through Thursday, 9am – 5pm. The proposed hour change would see the site open Monday through Friday, 9am – 5pm, Saturday and Sunday, 9am – 3pm and open from 9am – 4pm on the following holidays: Easter Monday, Victoria Day, Labour Day and Thanksgiving Day. Opening the site seven days a week provides flexibility for residential users and increases access to the site by 14 hours per week, year-round.

To meet the infrastructure needs of Recycle BC, ESA will be relocating a second skid-steer from the Foothills Boulevard Regional Landfill site. This piece of equipment is required to move full megabags that are on skids (wooden pallets).



The megabags will be in refurbished recycling bins, with proper signage for residential users. Once the megabag is full, staff will 'tag' the bag, and then set it aside in a C-Can purchased for storage of these materials until pick up can be arranged by the approved Recycle BC hauler.

The long-term plan for the Mackenzie site, is to replicate the Bulkley-Nechako Regional District's Quonset-style hut recycling depot, which will include a covered, sheltered area for residents to do their recycling as well as storage for full megabags. This will be reflected in the 2025 budget, with implementation in late spring/early summer 2025.



The RDFFG will continue to operate the cardboard compactor at the Mackenzie site as a recycling option for commercial customers.

#### Valemount:

At this time, ESA is not proposing any hour changes at the Valemount Regional Transfer Station.

The long-term plans with the Valemount site include the closure of the old landfill site, which will necessitate the relocation of the metal and yard and garden recycling areas to a newly logged and cleared area adjacent to the transfer station bin area. When that new area is ready, the intention is to make this the permanent site for managing the Recycle BC program, including a Quonset-style hut as pictured above.

The Regional District is currently engaged with the Simpcw First Nation and the Ministry of Forests to obtain a cut permit to begin this work. Pending the ongoing engagement, ESA anticipates a potential start date of the Valemount rural landfill closure project in mid-summer 2025.

Before the start date of September 16, 2024, ESA is working on a staging area for the bins that will house the megabags at the site. These bins will have all five recyclable streams in them for residential usage. This includes the relocation of the swap shed and better lines of site for the site attendants, as well as ease of access for residential users of the site.

ESA has secured a storage container for full megabags, as well as a rental agreement for a small skid-steer for usage on the site and is repurposing an ATV-type multi-purpose vehicle for staff usage on the site. These pieces of equipment will help the staff to complete waste screening, customer service delivery and site management.

The RDFFG will continue to operate the cardboard compactor at the Valemount site as a recycling option for commercial customers.

Quinn Street:

The Quinn Street Regional Recycling Depot has historically been the location within Prince George that sees the highest volume of recycling collected. ESA anticipates this trend to resume when the site begins to accept Recycle BC products on September 16.

The site is currently open seven days a week, Sunday through Saturday, from 9am – 5pm from April 1 to October 31. ESA is proposing that the site maintain these hours of operation year-round. Opening the site seven days a week provides flexibility for residential users and increases access to the site by 16 hours per week, from November 1 to March 31 each year.

The Quinn Street site is currently operated by a contractor. The term for the Caretaker Services contract began on January 1, 2024. In meeting with the current contractor, they are prepared to hire additional staff to meet the requirements of the Recycle BC program as well as ensure that the proper equipment needed to manage the product is on site.

If the hour change is approved for the Quinn Street site, ESA will work with the current contractor to secure a proposed scope change to the current contract. This additional expense will be presented to the Board at the September 2024 meeting.

Other

Recycle BC will be providing the initial signage for each site. If additional signage is required, then the RDFFG will have to purchase them. Recycle BC will also provide megabags, bag 'tags,' and educational materials for staff and contractors to give out to users. Recycle BC is also working on public messaging for the anticipated depot opening on September 16, 2024.

ESA will continue to support and train staff and contractors on materials accepted, sorting of materials and contamination.



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: RECY 1.23

FROM: Laura Zapotichny, General Manager of Environmental Services

DATE: April 8, 2024

SUBJECT: Recycle BC Principal Depot Offer

SUMMARY: Purpose: Consider Offer from Recycle BC for Three Principal Depots

Attachments:

1. Backgrounder
2. Depot Onboarding Offer Letter dated April 5, 2024
3. Recycle BC Depot Onboarding Guide 2022

Previous Reports: Item 6.3, February 2024

### RECOMMENDATION(S):

1. THAT the report be received.
2. THAT the Committee recommend to the Board that the Regional District of Fraser-Fort George (RDFFG) accept the offer from Recycle BC to operate three principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station, and the Mackenzie Regional Transfer Station.
3. THAT the Committee recommend to the Board that the Chair and Corporate Officer be authorized to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

At the February 22, 2024 Board Meeting, Environmental Services Administration (ESA) presented three options for consideration for the future administration and operations of the Multi-Material Recycling Service as the current service provider announced that they would not be continuing this service after the contract expires May 31, 2024.

At this meeting, ESA was authorized to enter into negotiations with Recycle BC for the collection, management and marketing of Packaging and Paper Product (PPP) recycling in the Regional District of Fraser-Fort George under the *Recycling Regulation's Extended Producer Responsibility (EPR)* policy.

Recycle BC has two types of service provision: curbside collection and depot operations. Recycle BC has operated the curbside collection model in the City of Prince George since 2014 and will continue to do so independent of the City of Prince George and the RDFFG.

There are two types of depots under the Recycle BC model: principal depots and satellite depots. With a principal depot, Recycle BC is responsible for:

- the provision of bins for collection;
- the hauling of collected recyclables to a multi-sort facility; and,
- the processing and marketing of all collected recyclables.

Satellite depots operate similarly, though the depot operator (the RDFFG if offer is accepted) is responsible for bin provision and hauling costs to the closest principal depot.

The offer from Recycle BC is for the RDFFG to become a principal depot collector at three sites: Quinn Street Regional Recycling Depot, Valemount Regional Transfer Station and the Mackenzie Regional Transfer Station.

If the offer from Recycle BC is accepted, Environmental Services Administration will work with Recycle BC to sign a Master Services Agreement and a Statement of Work. These two documents would form the contractual relationship between Recycle BC and the RDFFG.

The Committee is being asked to recommend to the Board that the Regional District of Fraser-Fort George accept the offer from Recycle BC to operate three principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station, and the Mackenzie Regional Transfer Station and that the Chair and Corporate Officer be authorized to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC.

Environmental Services Administration will be in attendance to provide a presentation on the service proposal and the agreement arrangements.

## RELEVANT POLICIES:

1. *Environmental Management Act*
  - establishes the requirement for regional districts to undertake solid waste management planning; and
  - provides authority for the Minister to regulate extended producer responsibility (product stewardship) initiatives.
2. *Recycling Regulation 449/2004*
  - establishes implementation of extended producer responsibility (product stewardship) programs in British Columbia.
3. 2015 Regional Solid Waste Management Plan
  - establishes stewardship programs as waste management tool; and
  - maintain multi-material drop depots as residential recycling services.
4. RD-23-22: Extended Producer Responsibility Programs
  - establishes a framework that defines the Regional District's role in providing waste diversion collection services for Extended Producer Responsibility (EPR) programs.
5. Waste Reduction Services Establishment Bylaw No. 2901, 2014
  - establishes the sub-regional service which supports the delivery of the multi-material recycling program.

## STRATEGIC ALIGNMENT:

- ☒ Climate Action
 ☐ Economic Health
 ☐ Indigenous Relations
 ☒ Strong Communities  
☐ None – Statutory or Routine Business

## SERVICE RELEVANCE:

The Regional District provides solid waste services for the entire Regional District of Fraser-Fort George including waste diversion opportunities and is committed to supporting waste diversion strategies outlined in the *2015 Regional Solid Waste Management Plan* including the opportunity to receive funding through designated EPR organizations.

## FINANCIAL CONSIDERATION(S):

The Multi-Material Recycling Service program is funded from the 3305- Solid Waste and the 3307- Waste Reduction budgets. In the 2024 budget, \$459,000 was approved for multi-material recycling services at the Vanway Regional Transfer Station, Quinn Street Regional Recycling Depot and the Foothills Boulevard Regional Landfill and \$510,000 was approved for the rural transfer stations that operate multi-material recycling bins.

## OTHER CONSIDERATION(S):

The first step in the new service delivery model with Recycle BC is accepting the offer for three principal depot locations. The anticipated timeline for the implementation and operation of the three principal depots identified is December 31, 2024. Once these depots are established, Environmental Services Administration can work with Recycle BC to identify approved satellite depots within the transfer station network.

There is no proposed timeline for when satellite depots will be operational; however, the RDFFG will work with Recycle BC to expedite the high priority sites, including the McBride Regional Transfer Station, the Foothills Boulevard Regional Landfill, the Vanway Regional Transfer Station and the Cummings Road Regional Transfer Station. Any decision for a transfer station to become a satellite depot would come back before the Board.

## DECISION OPTIONS:

### 1. Approve recommendation:

- a recommendation will be made to the Board that the Regional District of Fraser-Fort George accept the offer from Recycle BC to operate three principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station and the Mackenzie Regional Transfer Station
- a recommendation will be made to the Board that the Chair and Corporate Officer be authorized to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC

### Other Option:

- a. do not accept Recycle BC's offer for three principal depots in the RDFFG's solid waste services network.
  - this would result in no multi-material recycling services within the RDFFG's solid waste services network

## COMMENTS:

With the Multi-Material Recycling Service Agreement set to expire, a new service delivery model must be found if this service is to continue within the RDFFG transfer station network.

The *Extended Producer Responsibility Policy* under the *BC Recycling Regulation* is intended to shift the cost of recycling away from local governments and taxpayers and onto producers and consumers. Recycle BC is the appointed stewardship agency in British Columbia that is mandated to manage packaging and paper product recycling.

Partnering with Recycle BC would see a change in how the service is delivered in the RDFFG's transfer station network, with a reduction of this service at some sites, but an expansion at others. Further, it would shift some of the costs of this program from the RDFFG to Recycle BC as is intended under the *Recycling Regulation*.

Environmental Services Administration recommends that the Committee recommend to the Board to accept the offer from Recycle BC to operate three principal depots at the Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station and the Mackenzie Regional Transfer Station and authorize the Chair and Corporate Officer to execute the contractual agreement with Recycle BC by signing the Master Service Agreement and Statement of Work with Recycle BC.

Respectfully submitted,

"Laura Zapotichny"

Laura Zapotichny  
General Manager of Environmental Services

LZ:jt





## BACKGROUNDER

Recycle BC is the not-for-profit stewardship agency that is responsible for residential packaging and paper product recycling throughout British Columbia. Recycle BC ensures packing and paper product is collected from households and recycling depots, sorted and responsibly managed and recycled.

Under the Recycle BC model, there are two types of depots: principal and satellite. All depots must collect a minimum of six collection categories. The individual categories chosen by the depot are approved once included in the Statement of Work between Recycle BC and the depot operator.

<b>Numeric Category Name</b>	<b>Material Type</b>
Category 1	Printed Paper
Category 2	Corrugated Cardboard
Category 3 (a)	Cartons and Paper Cups
Category 3 (b)	Paper Packaging
Category 4	Flexible Plastics
Category 5	White Foam Packaging
Category 5	Coloured Foam Packaging
Category 6	Plastic Containers
Category 7	Metal Containers
Category 8	Glass Bottles and Jars
Categories 1, 2 & 3(b)	Mixed Paper and Cardboard
Categories 3 (a), 6 & 7	Mixed Containers

In the current Multi-Material Recycling Service model, the RDFFG only collects cartons and containers, mixed paper, and cardboard.

Becoming a Recycle BC depot would increase the number of material categories that are collected including foam packaging, flexible plastics, and glass bottles and jars. There is currently nowhere to recycle these materials in the three member municipalities (Mackenzie, Valemount and McBride).

In each depot model, the same amount of material categories must be collected and the same criteria for operating a depot apply; however, at a satellite depot, the owner of the depot is responsible for bin provision and hauling to a principal depot. Once material from a satellite depot arrives at the principal depot, Recycle BC is responsible for the hauling, processing, and marketing of those materials.

A local government wishing to partner with Recycle BC must first establish principal depots with them. Once those depots are established, the RDFFG would work with Recycle BC to identify potential sites that could become satellite depots, including cost modelling for bringing those sites onboard.

## **CRITERIA FOR OPERATING A RECYCLE BC PRINCIPAL DEPOT**

To qualify as a principal depot operator, the following criteria must be met:

- a minimum population of 1000 permanent residents within the service catchment area of the community;
- an already established garbage collection;

- a permanent grocery store, that the community is located more than a 40 km drive from an incorporated municipality with a minimum population of 10,000 permanent residents, as measured by the distance between a central location within the commercial center of the municipality to a central location within the commercial center of the community (or its closest approximation); and
- that the community is located more than a 40 km drive from a Recycle BC depot, as measured from the closest Recycle BC depot to a central location within the commercial center of the community (or its closest approximation).

Recycle BC ultimately makes the decision as to which sites they will provide an offer to become a principal depot.

When operating a principal depot for Recycle BC, there are several criteria that depot operators must meet. They include:

- establishing set hours of operation;
- fully staffing the depot collection area when open;
- securing the depot when closed to customers;
- clean up of spilled materials;
- ensuring collected materials are protected from the elements;
- identifying and diverting 'out of scope' materials from institutional, commercial and industrial (ICI) sources; and,
- mitigating contamination to 3% or less, which is determined by conducting random audit samples.

The Quinn Street Regional Recycling Depot, the Valemount Regional Transfer Station, and the Mackenzie Regional Transfer Station all meet these criteria. Additional training for staff and contractors will be required.

### **CURRENT COSTS FOR THREE PRINCIPAL DEPOT LOCATIONS**

The 2023 costs to operate the three sites that have been identified as principal depots are tabulated below:

Site	Hauling	Processing	Bin Rental	Total
Quinn Street Regional Recycling Depot	\$84,084	\$46,266	\$11,025	\$141,375
Mackenzie Regional Transfer Station	\$120,056	\$13,814	\$11,025	\$144,895
Valemount Regional Transfer Station	\$53,161	\$17,926	\$4,410	\$75,497
Totals	<b>\$257,301</b>	<b>\$78,006</b>	<b>\$26,460</b>	<b>\$361,767</b>

The costing provided above is based on market prices from three years ago. If the RDFFG were to tender for the same service, it is likely that the costs for the services listed above would be higher than in the table.

If the RDFFG agrees to these three sites becoming principal depots these are costs borne by Recycle BC.

### **POTENTIAL OPERATING IMPACTS WITH RECYCLE BC PARTNERSHIP**

#### **STAFFING**

One of the biggest potential impacts to a partnership with Recycle BC is ensuring that there are adequate staffing levels at the depots.

*"A Depot is considered to be "fully staffed" when there are a sufficient number of staff members that the staff are able to (i) regularly check the Containers into which Customers place In-Scope PPP throughout the period of time the Depot is open to Customers, (ii) instruct and direct Customers to place In-Scope PPP in the appropriate Containers or locations, (iii) promptly and regularly remove items that are not In-Scope PPP, (iv) promptly and regularly remove items which Customers did not properly place in the appropriate Containers or locations, (v) communicate with Customers about contamination problems or improperly sorted In-Scope PPP and (vi) otherwise comply with the requirements of this Agreement."*

There are also numerous Customer Service requirements including:

- contractor being responsible for placing signage to assist Customers;



- contractor providing a phone number for customers to call during regular working hours with in-person service and an answering voice mail service for after-hours inquiries;
- maintaining a 24-hour emergency telephone number for use by Recycle BC;
- maintaining sufficient staff to answer phone calls and handle complaints;
- maintaining a log of the complaints and requests of customers;
- responding to complaints within 24 hours of receipt; and,
- ensuring that the complaint logs are available for inspection by Recycle BC during office hours.

In the Statement of Work, Recycle BC outlines their reporting requirements including a complete inventory of the equipment being used by the Contractor to perform the Depot Collection Services, inspections records of each Depot with tonnages and dates on which the Designated Post-Collection Service Provider removed the In-Scope PPP from the Depot, Customer Communications to the Depot Collection Services, provide two reports on associated collection metrics and provide four ad-hoc reports at the request of Recycle BC.

The three identified sites are all currently staffed, with set operational hours. These hours may be adjusted if demand requires, as well as additional staff or contractors may be required to meet the staffing requirements in the Statement of Work. Additionally, there is administrative staff that could potentially take on some of the work outline in the reporting and customer services expectations, but it is possible that an additional staff member may be required to manage the reporting requirements.

#### HOURS OF OPERATION

All three sites currently operate reduced hours during the winter, with the Mackenzie site only open five days a week. If the offer from Recycle BC is accepted, it may be necessary to open the sites six or seven days a week to maximize the amount of product recovered and ensure the sites are safe for site users.

#### QUINN STREET: LONG-TERM SITE VIABILITY

Establishing the Quinn Street Regional Recycling Depot as a principal depot for Recycle BC will require an evaluation of the long-term viability of the Quinn Street site. There are concerns about the increased traffic to the site from residential users as well as the site layout, capacity, and the desire of the City of Prince George to have that site back for expansion of their Public Works yard.

Additionally, if other transfer station sites within the region were to become satellite depots, all materials collected within the Prince George region would come to the Quinn Street site as it is the principal depot for storage before collection. The post-consumer collector would pick up all the collected recyclables from this site, increasing the commercial traffic in and out of the Quinn Street site.

Collaboration with the staff at the City of Prince George would be key in developing a new location for a regional or principal recycling depot in the downtown core as well as determining the capital investment necessary for such a site from each organization.

#### FEES AND EDUCATIONAL TOP UP

In the Statement of Work for Depot Collection Service, Recycle BC will pay Contractors the following amounts for Household In-Scope PPP collected, pursuant to the Statement of Work and made available to the Designated Post-Collection Service Provider for pick-up at a Principal Depot.

- (a) The selected (as indicated by an x in the associated check box) per tonne amounts (including, if selected, the additional baled amount), to be invoiced and paid pursuant to the claims submission process in accordance with the terms of the Agreement.

PPP Description Categories	Materials	Depot Collection Financial Incentive		
		Depot in a Community Without PPP Curbside/Multi- Family Collection	Depot in a Community With PPP Curbside/Multi- Family Collection	Additional Incentive If Baled
		(\$/tonne)	(\$/tonne)	(\$/tonne)
Category 1	Printed Paper			
Category 2	Corrugated Cardboard	<input type="checkbox"/> \$138.16	<input type="checkbox"/> \$94.20	<input type="checkbox"/> + \$115.50
Category 3(b)	Paper Packaging			
Category 3(a)	Cartons and Paper Cups			
Category 6	Plastic Containers	<input type="checkbox"/> \$265.33	<input type="checkbox"/> \$141.30	<input type="checkbox"/> + \$115.50
Category 7	Metal Containers			
Category 4	Plastic Bags and Overwrap	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> + \$660.00
Category 5	White Foam Packaging	<input type="checkbox"/> \$2,000.00	<input type="checkbox"/> \$2,000.00	
Category 5	Coloured Foam Packaging	<input type="checkbox"/> \$2,000.00	<input type="checkbox"/> \$2,000.00	
Category 8	Glass Bottles and Jars	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00	
Category 9	Other Flexible Plastic Packaging	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> \$1,250.00	<input type="checkbox"/> + \$660.00

Under this fee structure, the Mackenzie and Valemount sites would qualify for the “Depot in a community without PPP curbside/Multi-Family Collection” pricing since neither community has curbside Recycle BC pickup. The Quinn Street site would qualify for financial incentives in the second column.

Currently, the RDFFG is paying the full cost to process and market recyclables collected through the Multi-Material Recycling Services program. Under the Recycle BC model, the RDFFG would receive financial compensation for materials collected.

There is also the opportunity for the RDFFG to apply for additional funds to help offset the education of residential users. While many users are familiar with the three waste streams currently collected – mixed paper, cardboard and cartons and containers – a partnership with Recycle BC would include additional waste streams.

- (b) If selected (as indicated by an x in the associated check box) the Resident Education Top Up amount as set out in the table below times the Depot Only Baseline to be invoiced and paid in arrears, in equal quarterly payments, provided that Contractor has submitted all applicable claims. The Depot Only Baseline will initially be [●] and may be adjusted from time to time as set forth below.

	Top Up available to local governments accepting Depot Collection incentive	\$ per Depot Only Household per Year
<input type="checkbox"/>	Resident Education Top Up	\$0.75

In this Attachment 5:

**"Depot Only Baseline"** means the number of Depot Only Households in Contractor's jurisdiction.

**"Depot Only Household"** means a self-contained residential dwelling unit located in Contractor's jurisdiction that (i) in the case of a curbside household, does not receive curbside collection from any entity or (ii) in the case of a multi-family household, does not receive multi-family collection from Contractor or Recycle BC (including, for the avoidance of doubt, any contractor who has entered into an agreement to provide multi-family collection for or on behalf of Recycle BC).

On an annual basis on a date to be determined by Recycle BC, and at such other time as the parties may agree, Contractor will, in good faith, report and attest (in a form acceptable to Recycle BC) as to the then-current Depot Only Baseline. Recycle BC may also provide evidence of the then-current Depot Only Baseline. Based on Contractor's attestation and the evidence provided by Recycle BC, Recycle BC and Contractor will work in good faith to mutually agree on the Depot Only Baseline. Any Dispute in establishing the foregoing will be resolved by the Dispute resolution process under the Agreement.

Without limiting Contractor's obligations under this Statement of Work (including without limiting the cost Contractor is required to incur to perform such obligations), the Resident Education Top Up amount must be used for the purpose of providing resident education in respect of the Depot Collection Services.

Requesting educational top ups will be a priority for Environmental Services Administration to help off-set these costs when bringing on this program and new material categories. There will be significant work to educate the public about the acceptance of residential versus industrial, commercial, and institutional waste as ICI is not accepted in the Recycle BC program and ensure compliance so that RDFFG avoids Service Level Failures with Recycle BC as a Depot Collector.

### **SERVICE LEVEL FAILURES**

Recycle BC is the appointed stewardship agency responsible for the collection of residential packaging and paper product recycling. As such, they do not collect or accept material from the industrial, commercial, or institutional waste stream.

The Statement of Work outlines the Service Level Failures and penalties associated with the identified failures by the Contractor.

Contractor will incur the following Service Level Failure Credits on the following Service Level Failures; provided, however, that the aggregate amount of Service Credit Level Failures in respect of any calendar year shall not exceed the aggregate amount of Fees payable to Contractor in respect of such calendar year:

	<b>Service Level Failure</b>	<b>Service Level Failure Credit</b>
1	Failure to clean-up or collect materials that have spilled outside the Depot boundary within 2 hours.	Twice the cost of cleanup incurred by Recycle BC (if Recycle BC performs the cleanup) and \$500 per incident (regardless of who performs the cleanup).
2	Pick up by the Designated Post-Collection Service Provider of materials that contain more than 3% by weight of Not Accepted Materials.	\$5,000 per weigh-scale ticketed load, provided that the aggregate Service Level Failure Credit for this Service Level Failure in respect of any calendar year shall not exceed \$120,000.
3	Contractor delivers In-Scope PPP collected at a Depot to any person or facility (including without limitation a landfill, incinerator or energy recovery facility) other than the Designated Post-Collection Service Provider or otherwise disposes of any In-Scope PPP collected at a Depot without the prior written authorization of Recycle BC.	\$25,000 per incident.

The RDFFG intends to continue to provide an ICI cardboard collection option in Mackenzie, McBride and Valemount in the form of the cardboard compactors. These compactors were installed in 2021 and will provide service to ICI customers in those locations.

In Prince George, commercial customers are already directed to return their cardboard to the Cascades Recovery+ plant.

#### **FUTURE OPTIONS: SATELLITE DEPOTS**

Once principal depots are established, the RDFFG can negotiate with Recycle BC for the inclusion of other locations as satellite depots. At satellite depot locations, the RDFFG would have all the same responsibilities and obligations as they do operating principal depots, but additionally, the RDFFG would be responsible for the bin provision at the depot locations, as well as the transportation costs of collected In-Scope materials to a principal depot.

The table tabulates the tonnage collected at the other twelve locations that had multi-material recycling bins in 2023. There are no guarantees that Recycle BC would accept any or all of these locations and they would be evaluated on a site-by-site basis and the capital cost to Recycle BC to accept additional In-Scope materials at the principal depots.

Some locations do not meet the Recycle BC depot standards because of lack of staffing and security. Other locations are too small to expand.

The possibility of expanding Recycle BC would have to be considering in terms of capital costs (providing bins and collection containers), tonnage, hauling costs to the nearest principal depot, infrastructure upgrades and staffing requirements.

Location	2023 Tonnage Collected
Vanway Regional Transfer Station	263
Foothills Boulevard Regional Landfill	193
Cummings Road Regional Transfer Station	57
McBride Regional Transfer Station	53
Shelley Regional Transfer Station	45
Chief Lake Regional Transfer Station	24
Buckhorn Regional Transfer Station	31
West Lake Regional Transfer Station	11
Willow River Regional Transfer Station	7.6
Berman Lake Regional Transfer Station	5.9
Hixon Regional Transfer Station	5.1
Dunster Regional Transfer Station	1.2

Environmental Administration has identified the top six potential sites that could be considered for satellite depots, but discussions with Recycle BC would have to take place to determine their acceptance of these sites.

The Buckhorn Regional Transfer Station has no room for expansion and no space for additional product categories.

The Dunster Regional Transfer Station is not staff, fenced, gated or secured and does not have regular operating hours.

The Chief Lake Regional Transfer Station is only fifteen minutes from the Foothills Boulevard Regional Landfill and the Hart Return-it Depot. The Hart Return-it Depot is already an established Recycle BC depot and it may be possible to secure the Foothills site as a satellite. It is unlikely that Recycle BC would accept another depot in such close proximity to two others.

Similarly, the Shelley Regional Transfer Station and the Cummings Road Regional Transfer Station are less than 20km apart.

With the Quinn Street Regional Recycling Depot operating at a Principal Depot, as well as three private depot locations and curbside collection, ESA is unsure if Recycle BC would agree to two additional satellite depots within the City of Prince George (Vanway and Foothills).

Recycle BC has expressed high interest in bringing the McBride Regional Transfer Station on as a satellite depot. The site meets all the requirements for depot service. Materials collected here would be hauled to the Valemount Regional Transfer Station, a reduction in the current hauling by 118km per trip from the current service provision model.

Any satellite depots would have to be determined once the principal depots are established and fully operational. A decision to pursue satellite depots would come back before the Board before Environmental Services Administration proceeded with those negotiations.



405-221 West Esplanade  
North Vancouver, BC V2L 1P8

April 5, 2024

**RE: Recycle BC Depot Onboarding Offer**

Laura Zapotichny  
General Manager of Environmental Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

Recycle BC has determined that the Regional District of Fraser-Fort George (RDFFG) is eligible for Recycle BC depot service.

Recycle BC is a not-for-profit organization responsible for residential packaging and paper product recycling throughout British Columbia, servicing close to 2 million households or over 99% of BC through curbside, multi-family and/or depot services. At present, there are over 230 depots collecting residential packaging and paper product under the Recycle BC program.

Recycle BC completed an analysis of our provincial depot system to formalize criteria to guide priorities for additional expansion of depot service. This analysis reviewed rural and remote, as well as urban communities in BC that do not presently include Recycle BC depots, and considered factors such as population, the inclusion of other relevant services, distance to a larger service center and distance to an existing Recycle BC depot.

Recycle BC has concluded that the RDFFG is approved for a Recycle BC depot in 2024 at the following locations, provided that all program requirements and collection standards are met:

- Mackenzie Select Waste Landfill & Regional Transfer Station
- Quinn Street Regional Recycling Depot
- Valemount Regional Transfer Station

Such a depot would need to be staffed, secure during non-operating hours, accept all applicable categories of packaging and paper product, have the capacity to ensure only material from residential sources is collected under the Recycle BC program, and meet all other Recycle BC depot requirements. The Master Service Agreement and Statement of Work are the contractual documents between Recycle BC and collection partners. A sample of the collection agreements can be reviewed here if you are interested in learning more:

[Sample Master Service Agreement](#)  
[Sample Depot Statement of Work](#)

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778-588-9504



If the RDFFG is interested in this partnership opportunity or if you require further information, please reach out at your earliest convenience. Note that Recycle BC requires a minimum of 90 days from agreement signature to program launch. We look forward to hearing from you and exploring a depot partnership with the RDFFG.

Thank you.

Sincerely,



Martin Dickson,  
Collection Specialist, Collection, Interior & North, Recycle BC

cc:

Brendan McShane, Director, Collection, Recycle BC

Carmen Fennell, Manager, Collection, Interior & North, Recycle BC





## DEPOT COLLECTION INTRODUCTION AND ONBOARDING EXPECTATIONS

### 1.0 Background

Recycle BC is a not-for-profit organization, established in 2014 and responsible for residential [packaging and paper product recycling](#) throughout British Columbia, servicing over two million households or over 99% of BC through curbside, multi-family and/or depot services.

We ensure packaging and paper product is collected from households and recycling depots, sorted and responsibly managed and recycled. Recycle BC provides recycling services either directly to communities or by working in partnership with local governments, First Nations, private companies, and other not-for-profit organizations. 183 communities participate in our recycling collection program, and more are serviced by our recycling depots. In 2021 over 214,000 tonnes of residential packaging and paper was collected through the Recycle BC program.

Our program is [funded by businesses](#), like retailers, manufacturers and restaurants that supply packaging and paper products to BC residents, shifting costs away from homeowners.

### 2.0 Purpose

This document is intended to inform prospective and new depot collectors on the onboarding process, time frames, and program requirements when joining the Recycle BC program. Understanding these requirements will assist depot operators in establishing and operating a successful depot collection program in partnership with Recycle BC.

### 3.0 Depot Network Overview

The depot network consists of depots that are privately owned and operated, managed by local governments, First Nations, non-profit groups, and retail outlets (return to retail model). There are approximately 230 principal depots located throughout the province in partnership with Recycle BC, collecting in scope residential Packaging and Paper Products (PPP). These depots are located province wide, from very large communities of BC (such as Metro Vancouver) to very rural, remote and island communities. Material transportation, processing, and marketing is provided by the Recycle BC Post Collection Service Provider Green for Life (GFL).

To learn more on the scope of the depot network, follow the link to the Recycle BC Depot Finder Tool:

<https://recyclebc.ca/where-to-recycle/find-depot/>

Regardless of the size of the community the depot is located in, the collection requirements and standards are the same throughout all depots in the Recycle BC network. The way individual depots operate and engage with residents is largely at the discretion of the depot, pending alignment with program requirements. Understanding the requirements of operating a depot, and the different collection options available to depot operators will aid in the efficient and effective management of the depot program.





## 4.0 Depot Agreement Requirements

Once a depot is approved, after meeting program criteria and requirements, the owner of the depot is required to enter into a contractual agreement with Recycle BC by signing a Master Services Agreement (MSA) and Statement of Work (SOW). These two documents form the contractual relationship between the depot and Recycle BC.

The MSA is a standard document that outlines the legal requirements of entering into an agreement with Recycle BC, including service standards, insurance requirements and resolution protocols. Specifically, the insurance requirements include:

- Comprehensive General Liability coverage with limits of not less than \$5,000,000 million dollars) per occurrence
- Workers' Compensation Insurance or Workplace Safety & Insurance coverage
- Recycle BC named as additional insured

The requirements in the SOW are for services and performance standards and operational requirements, which are the same for all depot collectors, and include, but are not limited to:

- Establishing set hours of operation
- Fully staffing the depot collection area when open
- Securing the depot when closed to customers
- Cleanup of spilled material
- Ensuring collected materials are protected from the elements
- Identifying and diverting out of scope materials and materials from Institutional, Commercial, and Industrial (ICI) sources
- Mitigating contamination to 3% or less, which is determined by conducting random audit samples

### 4.1 Understand the SOW

All staff, not just the owners or managers of the depot, should be aware of the contractual obligations in the SOW. Knowing the reason why certain actions must be taken will help staff gain a sense of ownership and responsibility in the program. For example, if staff appreciate that there could be Service Level Failure Credits imposed on the depot because contamination is too high, they may take more care to remove contaminants, especially when they know how detrimental contamination is to the program. Another example is the SOW requirement prohibiting scavenging from collection containers. If staff are aware of this requirement, they can act accordingly by not permitting residents to salvage items, and be able to provide informed reasons why.

## 5.0 Timing and Expectations for Joining the Recycle BC Program

All depots in the Recycle BC collection network must first be approved for inclusion by Recycle BC as per the criteria and parameters outlined in the Recycle BC Program Plan. Approval is considered based on annual budget allocation



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and fulfilling onboarding and criteria requirements. Appendix B outlines the onboarding expectations and associated timelines.

## 5.1 Accepted Materials

Recycle BC is responsible for managing in scope PPP materials from residential sources only. Segregation of the various PPP categories is a requirement of all depots in the Recycle BC program, and there are two options for what a depot may include in collection:

- 1) Accept all PPP categories
- 2) Accept “depot only” PPP

For collectors that wish to accept all PPP categories, a minimum of six collection categories must be collected. Further segregation is an option if the depot prefers, and the individual categories chosen by the depot are approved once included in the SOW. These material categories include:

<b>Numeric Category Name</b>	<b>Material Type</b>
Category 1	Printed Paper
Category 2	Corrugated Cardboard
Category 3 (a)	Cartons and Paper Cups
Category 3 (b)	Paper Packaging
Category 4	Flexible Plastics
Category 5	White Foam Packaging
Category 5	Coloured Foam Packaging
Category 6	Plastic Containers
Category 7	Metal Containers
Category 8	Glass Bottles and Jars
Categories 1, 2 & 3(b)	Mixed Paper and Cardboard
Categories 3 (a), 6 & 7	Mixed Containers

Depot only materials are the PPP categories that are not accepted in curbside collection programs. If a depot is located in a region with curbside recycling collection servicing the majority of the population, this subset of material collection is an option. A depot that only wishes to collect depot only materials must accept:



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Category 4	Flexible Plastics
Category 5	White Foam Packaging
Category 5	Coloured Foam Packaging
Category 8	Glass Bottles and Jars

## 5.2 Incentive Rate

There are two variations in the SOW informing the incentive rate provided for the collection of the PPP. The incentive rate depends on whether there is curbside collection within the municipality, and whether the material will be collected loose or baled. All material categories are eligible for baling, with the exception of foam packaging.

Depots in municipalities without curbside collection receive more compensation per material type than municipalities with curbside recycling. Depots that choose to bale materials also receive an additional incentive for those materials than depots that choose to ship materials loose. Depots are provided incentives based on a per tonne rate by material type.

Local government depots are provided a resident education top up fee to be used to create signage, brochures, etc. Private depots are supplied with signs and brochures from Recycle BC, and do not receive this top up.

To obtain a full understanding of the Recycle BC Depot SOW, please review the link to the Standard Depot SOW:

<https://recyclebc.ca/wp-content/uploads/2021/11/Recycle-BC-Depot-SOW-SAMPLE-2022.pdf>

## 5.3 Satellite Depots

A depot listed on a depot SOW, in which all collection containers are provided by Recycle BC and all collected materials are managed by Recycle BC's Post Collection Service Provider, is considered a principal depot. Some local government collectors also have satellite depots. A satellite depot is an approved depot that collects in scope PPP from residents, which is then transported to a principal depot at the expense of the principal depot owner. A satellite depot must be approved by Recycle BC and must be owned by the collector that owns the principal depot. The material is comingled to the material collected at the principal depot and managed by the dedicated transporter from the principle depot. While satellite depots must be approved by Recycle BC, they are not listed as depots in the collection network and not identified on the Recycle BC website as drop-off locations. Satellite depot operations are still required to align with collection requirements as per the depot SOW, with one variation. As satellite depots are not recognized depots in the network, satellite depots can choose which material categories are accepted. However, segregation of the categories is still required as per the SOW along with acceptance of in scope material from residential sources only.

## 6.0 Depot Collection Model

The basic depot collection standard is that collected PPP must be segregated, at a minimum, as outlined in the SOW. Material that is delivered to a depot must be from residential sources only, must be monitored for contamination, and not accepted PPP must be rejected or removed from the collection containers. Depots must be staffed, have designated hours of operation, and be inaccessible when closed.



The approved and provided collection containers for materials are super sacks for the majority of material categories, and liner bags, used solely for the collection of foam packaging, but variations of the collection containers are permitted upon approval by Recycle BC and the post collection service provider GFL. In special situations, or based on large volume generation GFL may suggest alternative options for collection, which may include:

- Overhead bins-for outdoor collection areas that have higher volumes of material. Overhead bins provide covered, enclosed separated storage for PPP that provides more capacity than super sack collection.
- Roll off containers-outdoor collection option for large volumes of material. Ideally roll off containers have lids to keep material dry and contained.
- Compactor bins-for significant volumes of material typically collected outside. Compaction maximizes the space available in the bin by compacting the material as it is being deposited.

## 6.1 PPP Management

Acceptance criteria of PPP is very important, and staff should receive continual training about accepted PPP. The Recycle BC program accepts only packaging and paper products from individual residents. Which category PPP belongs to is also important and should be reinforced with staff. Signage, brochures, and the Recycle BC website material list are available to assist staff with accepted PPP training.

## 6.2 Hazardous Materials

Depots must be especially vigilant about monitoring for hazardous items, which can endanger the safety of depot staff as well as staff at receiving facilities. Hazardous items may include:

- Sharps (needles)
- Knives
- Razor blades
- Butane or propane canisters
- Batteries (including products which contain batteries)

Hazardous materials pose significant challenges not only to depot staff but also transporters and receiving facility staff and machinery. Diligence is needed to ensure these materials are diverted from collection.

## 6.3 Material Transportation

GFL is the designated service provider chosen by Recycle BC to manage all transportation, processing, and marketing of collected PPP. Depot staff are responsible for contacting GFL when transport of collected PPP is required. Super sacks, liner bags, and bales must be labelled with a dedicated barcode sticker (provided by GFL, and unique to each depot location) that is affixed to the collection container by depot staff prior to pick up. Transporters use this sticker to scan the container and upload data into tracking and reporting software that identifies what the material is, what type of container it is collected in, and where it came from. This sticker is scanned again once the material reaches the receiving facility, the container or bale is weighed, and added to the database for proper reporting.



Payment to the depot is based on weight by material type, so ensuring barcode stickers are affixed to containers and checking that transporters are scanning the barcode stickers prior to containers being removed from the depot is important to guarantee correct compensation for the material collected. Transporters are responsible for the loading of the materials collected from the depot, however they may request assistance if the depot is equipped with a pallet jack or a forklift. It is up to the depot manager if they wish to supply equipment use and staff time to assist with loading.

## 6.4 Customer Service

Residents are generally happy to have a facility to recycle their packages, and appreciate assistance with sorting and understanding the program requirements. As in any business, there are the occasional customers that are unhappy, and may be argumentative, or disregard staff instructions. Staff should attempt to explain the program requirements to residents in a calm and friendly manner, and offer to assist them with their sorting, or provide them with education materials such as brochures, so they can take the information home with them to learn the requirements.

## 6.5 Information Management

Once a depot is onboarded with Recycle BC, a Depot Contact and Reference Manual will be provided with all contact information, and details for technical depot operations. A Field Services Specialist is assigned to all depot collectors in the network, and is the main contact person for the depot to answer questions, and direct inquiries to the appropriate department.

All depot owners are given the option to receive log in access to a Collector Resource Portal on the Recycle BC website. The portal contains a variety of information including:

- Brochure and sign templates
- Holiday campaigns
- News items and blogs
- Annual report highlights
- Education videos
- Hazardous item campaigns

## 6.6 Reporting Requirements

Depot collectors are required to submit reports to Recycle BC as requested, which may include:

- Collection metrics necessary for the calculation of greenhouse gas emissions
- Customer communications related to Depot Collection Services including telephone calls, letters, e-mails, text messages
- Data relating to collection tonnages
- Inventory of collection equipment
- Service Disruption Templates



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For any of the above listed reports, the Recycle BC Field Services team is able to provide assistance or further context.



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## Appendix A: Depot Onboarding Time Frame and Expectations

Phase	Process	Timing
Offer to Join the Recycle BC Program	<p>A prospective depot owner reaches out to Recycle BC to express interest to join. Pending capacity, the depot may be placed on a waitlist for future onboarding. Or;</p> <p>On a regular basis, Recycle BC implements a provincial analysis to determine gaps in depot service. When Gaps are identified, Recycle BC will reach out to provide an offer to join.</p>	Ongoing
Assessment	<p>Review of geographical area and service need is assessed internally</p> <p>Upon review, if the depot is viewed as a possible fit, a site visit will be conducted by a Recycle BC representative to walk through program requirements and the onboarding process, assess the depot location and meet the depot owner and staff</p>	<p>When requests are received</p> <p>Site visits will occur on an agreed upon and beneficial timeframe for all parties</p>

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Commencement	Depot begins collection of agreed upon PPP  Dedicated Field Services Representative checks in on operations	Agreed upon Commencement date  Shortly after commencement
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## **Appendix B: Depot Operation Tips**

1. Collectors should consider their corporate procurement policies well in advance of the implementation date to ensure all aspects of depot onboarding have received approval from depot owners, council or board of directors, as required.
2. Recycle BC requires a minimum of ninety (90) days from the date the signed MSA and SOW are received to the launch of the depot collection. This is to ensure adequate time to secure a transporter, designate a receiving facility, and set up data management systems and financial information.
3. Allow adequate time to procure collection infrastructure:
  - a. Sorting tables
  - b. Covered collection/storage areas
  - c. Staff to oversee the collection area
4. Have signs installed, including sorting signs and hours of operation, in preparation for launch.
5. Ensure all collection areas are able to be secured during closed hours (i.e. locked building, fencing, locks on bins as required).
6. Promotion of the depot launch in advance of the actual launch date through newspaper ads, social media pages, informing member municipalities, etc., will require preparation of ads and information to be sent out.



# REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8  
Telephone: (250) 960-4400 / Fax: (250) 563-7520  
Toll Free: 1-800-667-1959 / [www.rdffg.ca](http://www.rdffg.ca)

## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: CONT 1.1

FROM: Laura Zapotichny, General Manager of Environmental Services

DATE: February 7, 2024

SUBJECT: Multi-Material Recycling Services – Future Considerations

SUMMARY: Purpose: Consideration of Service Provision for Multi-Material Recycling  
Attachments: Backgrounder – Multi-Material Information  
Previous Reports: Item No. 6.6, February 2021

### RECOMMENDATION(S):

THAT the report dated February 7, 2023 regarding “Multi-Material Recycling Services – Future Considerations” be received for information.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority

### ISSUE(S):

In May 2023, Cascades Recovery+ approached Environmental Services Administration with the announcement that they are restructuring their Northern British Columbia operations and will be curtailing refuse and recycling bin hauling services. Cascades Recovery+ currently has a Service Agreement with the Regional District of Fraser-Fort George (RDFFG) to provide Multi-Material Recycling Services, which includes bin provision, bin hauling, processing and marketing of the thirty-eight multi-material recycling bins throughout the RDFFG’s transfer station network. This Service Agreement expires on May 31, 2024, and will not be renewed by Cascades Recovery+.

There are three options for the Board to consider for this service:

#### Option One – Public Tender Process.

- Environmental Services Administration puts out a public tender to secure bin rental and hauling services for multi-material recycling bins. Environmental Services Administration would also need to negotiate a separate processing and marketing agreement for collected recyclables.

#### Option Two – Recycle BC.

- Environmental Services Administration would enter into negotiations with Recycle BC, the stewardship agency approved to manage the Printed Paper and Packaging waste stream under the Recycling Regulation.

#### Option Three – No Service.

- The Board could discontinue the Multi-Material Recycling Service.

The Committee is being asked to provide Environmental Services Administration with direction on the preferred option for service delivery for multi-material recycling services. Once direction is given, Environmental Services Administration will return to the Board with costing, program information and timelines for implementation of the preferred option.

### RELEVANT POLICIES:

#### 1. *Environmental Management Act*

- establishes the requirement for regional districts to undertake solid waste management planning; and
- provides authority for the Minister to regulate extended producer responsibility (product stewardship) initiatives.

2. Recycling Regulation 449/2004
  - establishes implementation of extended producer responsibility (product stewardship) programs
3. 2015 Regional Solid Waste Management Plan:
  - establishes stewardship programs as waste management tool; and
  - maintain multi-material drop depots as residential recycling services.
4. RD-23-22: Extended Producer Responsibility Programs
  - establishes a framework that defines the Regional District's role in providing waste diversion collection services for Extended Producer Responsibility (EPR) programs.
5. Waste Reduction Services Establishment Bylaw No. 2901, 2014:
  - establishes the sub-regional service which supports the delivery of the multi-material recycling program.

### STRATEGIC ALIGNMENT:

- ☒ Climate Action     
 ☐ Economic Health     
 ☐ Indigenous Relations     
 ☒ Strong Communities  
☐ None – Statutory or Routine Business

### SERVICE RELEVANCE:

The Regional District provides solid waste services for the entire Regional District of Fraser-Fort George including waste diversion opportunities and is committed to supporting waste diversion strategies. The Multi-Material Recycling Service is consistent with the 2015 Regional Solid Waste Management Plan.

### FINANCIAL CONSIDERATION(S):

The operation and delivery of the Multi-Material Recycling Services provided in the electoral areas and member municipalities (excluding the City of Prince George) are funded through the sub-regional (3307) Waste Reduction Services budget. Multi-material Recycling Services provided at the Foothills Boulevard Regional Landfill, Vanway Regional Transfer Station and the Quinn Street Regional Recycling Depot are funded through the region wide (3305) Solid Waste Management budget.

Due to the contract ending with Cascades Recovery+, and the unknown service delivery model for the collection, hauling, processing and marketing of these materials, the cost of this service is currently unknown.

### OTHER CONSIDERATION(S):

The Multi-Material Recycling Service was established to provide collection of printed paper and packaging to residential customers throughout the Regional District. In the member municipalities, recyclable material is also accepted from industrial, commercial, and institutional (ICI) customers, due to limitations in local alternatives.

The RDFFG remains one of the only regional districts without a service agreement with Recycle BC, the stewardship agency that is responsible for the collection of Printed Paper and Packaging. Recycle BC has made two formal offers to join their program, (2013 and 2017) both of which have been turned down by the RDFFG Board.

### DECISION OPTIONS:

1. Approve recommendations.
  - that the report be received.

### COMMENTS:

As the service agreement with Cascades Recovery+ is set to expire on May 31, 2024, consideration needs to be given for the future provision of Multi-Material Recycling Services at the Regional District transfer station facilities. With

direction from the Committee, Environmental Services Administration will report back to the Board with costing and timelines for the preferred option.

Respectfully submitted,

“Laura Zapotichny”

Laura Zapotichny  
General Manager of Environmental Services

LZ:jt



## **BACKGROUNDER – MULTI-MATERIAL INFORMATION**

The Multi-material Recycling Services is a long-standing service that has seen various iterations over twenty-nine years of service delivery. In 2014, the delivery of the Multi-material Recycling Services was reconfigured to include rural transfer station sites that had not previously provided recycling services.

Cascades Recovery+ has been the primary service provider (formerly Cascades Recovery Inc, formerly Metro Paper). This long-standing business relationship with Cascades Recovery+ has allowed the Regional District to maintain the service provision for multi-material recycling through market uncertainties. The current Multi-material Recycling Services provides collection of printed paper and packaging to rural communities which includes both residential and commercial sources.

The Multi-Material Recycling Services Agreement with Cascades Recovery+ expires on May 31, 2024. Cascades Recovery+ had stated that they will not be renewing this contract. A new service provision model will have to be undertaken for the continuation of this service.

There are three possible options for the Board to consider for this service.

### **Option 1: Public Tender for continuation of current service delivery model**

In this option, Environmental Services Administration would tender a contract for the provision of the multi-material recycling bins and hauling of bins to the multi-sort recycling facility in Prince George. This option would most closely resemble the current service agreement.

Unlike the past contracts where all aspects of this service were provided by one service provider, Environmental Services Administration would need to enter into a separate agreement for the processing and marketing of the collected recyclables.

There are currently thirty-eight multi-material recycling bins in service. Replacement of thirty-eight specialized bins could be expensive and time consuming. It is likely that there would be a disruption in service to allow for a new contractor to be able to provide all the bins required to meet the service standards in the contract.

It is possible that an interested contractor could enter into negotiations with Cascades Recovery+ to purchase the multi-material recycling bins they own; therefore, reducing the cost to provide new ones, but there are no guarantees that any contractor will undertake this, nor that Cascades Recovery+ is willing to sell the bins.

If new bins are required, they will take time to manufacture.

There is also the possibility that no contractor would bid on either the provision of bins and hauling contract, or the processing and marketing of recyclables contract.

This option would likely significantly increase the cost of this service, although the transfer stations with recycle bins would remain the same. It is also likely that this option would result in a delay of service, as the RDFFG moved from Cascades Recovery+ to a new service provider. The full cost of the bin replacement/purchase would likely be factored into a five-year contract, thus increasing the price to the overall contract from where it has traditionally been.

### **Option 2: RDFFG enters negotiations with Recycle BC**

Under this option, Environmental Services Administration would explore entering a partnership with Recycle BC to provide services for Printed Paper and Packaging (PPP) under the Recycling Regulation's Extended Producer Responsibility.

Past negotiations with Recycle BC have indicated an on-boarding time of anywhere between 18 to 24 months, however no timelines have currently been established. Additionally, Recycle BC has recently made changes to their service provision model and there are no guarantees which transfer station sites would be selected for a depot of the current transfer stations that operate a RDFFG multi-material recycling bin.



## REGIONAL DISTRICT of Fraser-Fort George

---

If the RDFFG were to sign on with Recycle BC, all five identified recyclable streams for Recycle BC would have to be collected, including Styrofoam and soft plastics. All sites that operate Recycle BC depots must have staff and at a minimum a bin collection system that is secured.

Under Recycle BC's contracts, no commercial recyclables are allowed in the waste stream.

If Recycle BC is the option that is preferred, the RDFFG would look to continue to operate the cardboard compactors at the three member municipalities of Valemount, Mackenzie, and McBride for industrial, commercial, and institutional drop off. These compactors were installed in 2021 and would require a hauling, processing and marketing contract separate from Recycle BC.

There will need to be oversight of these collection programs to ensure a low rate of contamination to avoid penalties from Recycle BC, as well as an educational campaign.

This option would likely increase operational costs at sites selected for a Recycle BC depot but reduce hauling costs, as Recycle BC is responsible for hauling costs from their principal depot sites.

This is the only option that expands the current list of materials accepted. While it would likely result in a reduction in the number of depot locations, the expansion of products such as glass, Styrofoam and soft plastics are desired by residential users of the facilities and would expand the current list of materials for diversion and is in alignment with the Regional Solid Waste Management Plan.

If this is the option Board would like to pursue, Environmental Services Administration would begin talks with Recycle BC and report back to Board with more information.

### Option 3: Cease multi-material recycling bin service within the RDFFG transfer station network.

This option would see Board make the decision to cease the provision of this service within the rural transfer station network. This option goes against the Regional Solid Waste Management Plan which is committed to providing waste reduction services throughout the RDFFG.

### Conclusion

Environmental Services Administration is looking for direction from the Board on how to proceed with the Multi-Material Recycling Service. Cascades Recovery+ has committed to providing service for this contract until May 31, 2024, giving time to explore options for service delivery.

Environmental Services Administration will return to Board with more information based on the direction given by Board at the February 2024 meeting. This information will include operational costs, capital costs and staffing costs, as well as timelines for service implementation.



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee

File No.: CONT 1.1.2

FROM: Darren Wahl, Manager of Solid Waste Operations

DATE: March 3, 2025

SUBJECT: Fibre Recycling Bin Hauling Services– Rural Transfer Stations

SUMMARY: Purpose: Consider Competitive Bid Process

Attachments: None

Previous Reports: None

### RECOMMENDATION(S):

1. THAT the report dated March 3, 2025 regarding “Fibre Recycling Bin Hauling Services – Rural Transfer Stations” be received for information.
2. THAT the Committee recommend to the Board that a competitive bid process be entered into for the provision of fibre recycling bin hauling services at rural transfer stations and the servicing of three cardboard compactors in Mackenzie, McBride and Valemout.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

In 2024 the long-time service provider for multi-material recycling services in the Regional District's transfer station network indicated that they would not be renewing their contract. Environmental Services Administration approached the Regional Board at the February 2024 meeting with different service provision options. It was decided to seek a partnership with Recycle BC to provide expanded recycling collection services at select Regional District facilities, leaving several facilities without any fibre recycling services.

With Recycle BC services established at three locations in fall 2024, and the addition of two more depots coming summer of 2025, Environment Services Administration began to explore options of returning fibre only recycling services to nine rural transfer stations which include: Cummings Road, Dunster, West Lake, Hixon, Chief Lake, Willow River, Shelley, Berman Lake and Buckhorn. The bid proposal will include the continued servicing of three cardboard compactors already in use at the Mackenzie, McBride and Valemout sites.

The Committee is being asked to recommend to the Board that a competitive bid process be entered into for the provision of fibre recycling bin hauling services at rural transfer stations along with the servicing of three cardboard compactors at the Mackenzie, McBride and Valemout sites.

### RELEVANT POLICIES:

1. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022
  - requires contracts over \$100,000 in value to be considered for approval by the Board
2. Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
3. 2015 Regional Solid Waste Management Plan:
  - provides guidance for residual waste management
  - establishes waste diversion targets



**STRATEGIC PRIORITIES ALIGNMENT:**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input checked="" type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input type="checkbox"/> Statutory or Routine Business            |  |  |

**SERVICE RELEVANCE:**

The Regional District provides solid waste services for the entire Regional District of Fraser-Fort George including waste diversion opportunities and is committed to supporting waste diversion strategies outlined in the *2015 Regional Solid Waste Management Plan*.

**FINANCIAL CONSIDERATION(S):**

The prior multi-material recycling program was funded from two budgets: 3305 – Solid Waste and 3307 – Waste Reduction Services. Provisions for this service agreement were considered in the 2025 proposed budget for each service area.

**OTHER CONSIDERATION(S):**

The largest product category by weight collected under the old multi-material recycling program, was fibre products, including newspapers, cardboard, and mixed paper. Bringing this service back to nine transfer stations will continue to support the objectives identified in the 2025 Regional Solid Waste Management Planning. Also included in this objective is the continued cardboard collection at the Mackenzie, McBride and Valemount sites

**DECISION OPTIONS:**

1. Approve recommendations.
  - a recommendation will be made to the Board to enter into a competitive bid process for the provision of fibre recycling bin hauling services at rural transfer stations including the servicing of three cardboard compactors at the Mackenzie, McBride and Valemount sites

Other Options:

- a. do not approve entering into a competitive bid process for the provision of fibre recycling bin hauling services at rural transfer stations along with the servicing of three cardboard compactors in Mackenzie, McBride and Valemount
  - would leave Cummings Road, Dunster, West Lake, Hixon, Chief Lake, Willow River, Shelley, Berman Lake and Buckhorn Regional Transfer Stations without fibre recycling services
  - would leave environmental services to continue servicing the three cardboard compactors on a month-to-month basis

**COMMENTS:**

Environmental Services Administration recommends that a competitive bid process be entered into for the provision of fibre recycling bin hauling services at Cummings Road, Dunster, West Lake, Hixon, Chief Lake, Willow River, Shelley, Berman Lake and Buckhorn Regional Transfer Stations in order to continue to provide some recycling services to these locations. Also to include servicing of three cardboard compactors at the Mackenzie, McBride and Valemount sites.

Respectfully submitted,

“Darren Wahl”

Darren Wahl  
Manager of Solid Waste Operations

DW:jt



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: TRAN 19.2, PK BERM 1.1

FROM: Darren Wahl, Manager of Solid Waste Operations

DATE: March 3, 2025

SUBJECT: Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park

SUMMARY: Purpose: Consider Contract Extension  
Attachments: Signed Extension Offer Letter dated February 12, 2025 from Shelton Rafferty  
Previous Reports:  
1. Item No. 6.5, March 2024  
2. Item No. 6.7, March 2021

### RECOMMENDATION(S):

1. THAT the report dated March 3, 2025 regarding “Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park” be received for information.
2. THAT the Committee recommend to the Board that Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park be approved for a one-year contract extension to Shelton Rafferty, Owner, R and M Maintenance Services for the term of May 1, 2025 to April 30, 2026.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

The contract for caretaker services at the Berman Lake Regional Transfer Station and Berman Lake Regional Park expires on April 30, 2025. The current contract is a multi-term contract that allows for two one-year options to extend on a period-by-period basis with the total duration not to exceed five years. This extension falls into these parameters of current contract conditions and will be the final extension allowable under this contract.

The Committee is being asked to recommend to the Board that Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park be approved for a one-year contract extension to Shelton Rafferty, Owner, R and M Maintenance Services for the term of May 1, 2025 to April 30, 2026.

### RELEVANT POLICIES:

1. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022:
  - provides for requirement of Board authorization for contracts over \$100,000 in value
2. Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
3. Regional Solid Waste Management Plan (RSWMP):
  - provides for the operation of a transfer station system for the collection of both residential solid waste and recyclable materials

## 4. Regional Parks Plan:

- provides guidance for Regional Parks operation and maintenance

**STRATEGIC PRIORITIES ALIGNMENT:**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input type="checkbox"/> Statutory or Routine Business            |  |   |

**SERVICE RELEVANCE:**

The Regional District provides solid waste and parks services for the entire Regional District which includes rural transfer stations and parks. Having caretaker services at the solid waste facilities and parks provides a safe site and addresses Regional District liability concerns.

**FINANCIAL CONSIDERATION(S):**

The Contract value is approximately \$63,600 per year (excluding taxes). Budget implications for these services are reflected in the 2025 Solid Waste Management (3305) and Regional Parks (5001) Budgets.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendations.
  - recommendation will be made to the Board that Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park be approved for a one-year contract extension to Shelton Rafferty, Owner, R and M Maintenance Services for the term of May 1, 2025 to April 30, 2026

Other Options:

- a. do not make recommendation to the Board to approve the contract extension to Shelton Rafferty, Owner, R and M Maintenance Services for caretaker services at Berman Lake Regional Transfer Station and Berman Lake Regional Park
  - would result in the Regional District not having caretaker services for both Regional District facilities after April 30, 2025

**COMMENTS:**

Shelton Rafferty, Owner, R and M Maintenance Services has demonstrated satisfactory levels of service in fulfilment of the caretaker services for the Berman Lake Regional Transfer Station and Berman Lake Regional Park since being under contract with the Regional District. Environmental Services Administration recommends extending the Contract for the term, May 1, 2025 to April 30, 2026.

Respectfully submitted,

“Darren Wahl”

Darren Wahl  
Manager of Solid Waste Operations

DW:jt



# REGIONAL DISTRICT of Fraser-Fort George

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**Municipalities:**

McBride  
Mackenzie  
Prince George  
Valemount

**Electoral Areas:**

Chilako River-Nechako  
Crooked River-Parsnip  
Robson Valley-Canoe  
Salmon River-Lakes  
Tabor Lake-Stone Creek  
Willow River-Upper Fraser  
Woodpecker-Hixon

February 12, 2025

TRAN 19.2  
PK BERM 1.1

Shelton Rafferty  
DBA R and M Maintenance Services

Dear Shelton:

**Re: Extension of Contract ES-21-05  
Caretaker Services – Berman Lake  
Regional Transfer Station and Regional Park**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of ES-21-05 Caretaker Services at Berman Lake Regional Transfer Station and Berman Lake Regional Park. The extended period of work would be from May 1, 2025 to April 30, 2026, at the tendered rates in Contract ES-21-05.

The renewal terms in the contract are set out on page 7 under Start and Duration of Contract. Each extension will be for a one-year period and the total Contract duration will not exceed five years. This will be the final extension under this contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it to our office at your earliest convenience. I would like to prepare a report for the March 20, 2025 Regional Board meeting to request approval for an extension of the current Contract, or permission to tender a new contract.

Yours truly,

Darren Wahl  
Manager of Solid Waste Operations

Telephone: 250-960-4400  
Facsimile: 250-562-8676

DW:jt

I, Shelton Rafferty, DBA R and M Maintenance Services, accept the extension with above mutually agreed upon terms of Contract ES-21-05 – Caretaker Services at Berman Lake Regional Transfer Station and Berman Lake Regional Park at the tendered rates as set out in the Schedule of Prices for the duration of May 1, 2025 – April 30, 2026.

Shelton Rafferty

Feb 20 / 25  
Date



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: TRAN 19.2

FROM: Darren Wahl, Manager of Solid Waste Operations

DATE: March 1, 2024

SUBJECT: ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park Extn.

SUMMARY: Purpose: Consider Contract Extension  
Attachments: Letter dated February 6, 2024 from Shelton Rafferty  
Previous Reports: Item No. 6.7, March 2021

### RECOMMENDATION(S):

1. THAT the report and letter dated February 6, 2024 from Shelton Rafferty be received.
2. THAT the Committee recommend to the Board that Contract ES-21-05 Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park be approved for a one-year contract extension for the term of May 1, 2024 to April 30, 2025.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

The contract for caretaker services at the Berman Lake Regional Transfer Station and Berman Lake Regional Park expires on April 30, 2024. The current contract is a multi-term contract that allows for two (2) one-year options to extend on a period-by-period basis with the total duration not to exceed five (5) years. This extension falls into these parameters of current contract conditions and will be the first extension allowable under this contract.

The Committee is being asked to recommend to the Board that Contract ES-21-05 Caretaker Services - Berman Lake Regional Transfer Station and Berman Lake Regional Park be extended for one year, May 1, 2024 to April 30, 2025.

### RELEVANT POLICIES:

1. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022:
  - provides for requirement of Board authorization for contracts over \$100,000 in value
2. Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
3. Regional Solid Waste Management Plan (RSWMP):
  - provides for the operation of a transfer station system for the collection of both residential solid waste and recyclable materials
4. Regional Parks Plan:
  - provides guidance for Regional Parks operation and maintenance

**STRATEGIC ALIGNMENT:**

- ☐ Climate Action      ☐ Economic Health      ☐ Indigenous Relations      ☒ Strong Communities
- ☐ None – Statutory or Routine Business

**SERVICE RELEVANCE:**

The Regional District provides solid waste and parks services for the entire Regional District which includes rural transfer stations and parks. Having caretaker services at the solid waste facilities and parks provides a safe site and addresses Regional District liability concerns.

**FINANCIAL CONSIDERATION(S):**

The Contract value is approximately \$63,600 per year (excluding taxes). Budget implications for these services are reflected in the 2024 Solid Waste Management (3305) and Regional Parks (5001) Budgets.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendations.
  - recommendation will be made to the Board that Contract ES-21-05 Caretaker Services - Berman Lake Regional Transfer Station and Berman Lake Regional Park be extended for one year from May 1, 2024 to April 30, 2025

Other Options:

- a. do not make recommendation to the Board to approve the contract extension for caretaker services at Berman Lake Regional Transfer Station and Berman Lake Regional Park
  - would result in the Regional District not having caretaker services for both Regional District facilities after April 30, 2024

**COMMENTS:**

Shelton Rafferty has demonstrated satisfactory levels of service in fulfilment of the caretaker services for the Berman Lake Regional Transfer Station and Berman Lake Regional Park since being under contract with the Regional District. Environmental Services Administration recommends extending the Contract for the term, May 1, 2024 to April 30, 2025.

Respectfully submitted,

“Darren Wahl”

Darren Wahl  
Manager of Solid Waste Operations

DW:jt





**REGIONAL DISTRICT  
of Fraser-Fort George**

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**Municipalities:**

McBride  
Mackenzie  
Prince George  
Valemount

**Electoral Areas:**

Chilako River-Nechako  
Crooked River-Parsnip  
Robson Valley-Canoe  
Salmon River-Lakes  
Tabor Lake-Stone Creek  
Willow River-Upper Fraser  
Woodpecker-Hixon

February 6, 2024

TRAN 19.2  
PK BERM 1.1

Shelton Rafferty  
[Redacted]

Dear Shelton:

**Re: Contract ES-21-05  
Caretaker Services – Berman Lake  
Regional Transfer Station and Regional Park**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of ES-21-05 Caretaker Services at Berman Lake Regional Transfer Station and Berman Lake Regional Park. The extended period of work would be from May 1, 2024 to April 30, 2025, at the tendered rates in Contract ES-21-05.

The renewal terms in the contract are set out on page 7 under Start and Duration of Contract. Each extension will be for a one-year period and the total Contract duration will not exceed five (5) years. This will be the first extension under this contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it to our office at your earliest convenience. I would like to prepare a report for the March 21, 2024 Regional Board meeting to request approval for an extension of the current Contract, or permission to tender a new contract.

Yours truly,

[Redacted Signature]

Laura Zapotichny  
General Manager of Environmental Services

Telephone: 250-960-4400  
Facsimile: 250-562-8676

LZ:jt

I, Shelton Rafferty, accept the extension with above mutually agreed upon terms of Contract ES-21-05 – Caretaker Services at Berman Lake Regional Transfer Station and Berman Lake Regional Park at the tendered rates as set out in the Schedule of Prices for the duration of May 1, 2024 – April 30, 2025.

[Redacted Signature]

Shelton Rafferty

Feb 14 / 24  
Date



## REGIONAL DISTRICT of Fraser-Fort George

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GM: "PW"

### REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: TRAN 19.2

FROM: Aaron Moberg, Superintendent, Solid Waste Operations

DATE: March 9, 2021

SUBJECT Item: Caretaker Services – Berman Lake Regional Transfer Station and Berman Lake Regional Park

SUMMARY: Purpose: Consider Competitive Bid Process

PREVIOUS REPORTS: None

ATTACHMENT(S): None

RECOMMENDATION(S):	ENTITLEMENT	HOW VOTE COUNTED
	All 1 Director/1 vote	Majority
1. THAT the report be received.		
THAT the Committee recommend to the Board:		
2. THAT a competitive bid process be entered into for the provision of Caretaker Services at the Berman Lake Regional Transfer Station and Berman Lake Regional Park.	All 1 Director/1 vote	Majority

#### ISSUE(S):

The contract for Caretaker Services for Berman Lake Regional Transfer Station and Berman Lake Regional Park expired on November 30, 2020.

The Committee is being asked to recommend to the Regional Board that a competitive bid process be entered into for the provision of Caretaker Services at the Berman Lake Regional Transfer Station and Berman Lake Regional Park facilities.

#### RELEVANT POLICIES:

- Delegation Bylaw No. 3082, 2018:
  - provides for the delegation of authority to the Chair and Corporate Officer to execute contract as per Bylaw
  - requires contracts over \$100,000 in value to be considered for approval by the Board
- Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
- Regional Solid Waste Management Plan:
  - provides guidance for residual waste management
- Regional Parks Plan:
  - provides guidance for Regional Parks operation and maintenance

#### SERVICE RELEVANCE:

The Regional District provides solid waste and parks services for the entire Regional District which includes rural transfer stations and parks.



**FINANCIAL CONSIDERATION(S):**

Budget implications for these services are reflected in the 2021 Solid Waste Management (3305) and Regional Parks (5001) Budgets.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendations.
  - a competitive bid process for caretaker services at Berman Lake Regional Transfer Station and Berman Lake Regional Park would be entered into

Other Options:

- a. do not approve entering into a competitive bid process for caretaker services at Berman Lake Regional Transfer Station and Berman Lake Regional Park
  - would result in caretaker services provision for both Regional District facilities being seized

**COMMENTS:**

Environmental Services Administration recommends that a competitive bid process be entered into for caretaker services at Berman Lake Regional Transfer Station and Berman Lake Regional Park.

Respectfully submitted,

***“Aaron Moberg”***

Aaron Moberg  
Superintendent, Solid Waste Operations

AM:jt



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: CONT 1.24

FROM: Darren Wahl, Manager of Solid Waste Operations

DATE: March 3, 2025

SUBJECT: Contract ES-21-14 – Solid Waste Hauling Services – Mackenzie Regional Transfer Station

SUMMARY: Purpose: Consider Contract Extension  
Attachments: Extension Offer Letter dated February 19, 2025  
Previous Reports: Item No. 5.1, November 2021

### RECOMMENDATION(S):

1. THAT the report dated March 3, 2025 regarding “Contract ES-21-14 Solid Waste Hauling Services – Mackenzie Regional Transfer Station” be received for information.
2. THAT the Committee recommend to the Board that Contract ES-21-14 Solid Waste Hauling Services – Mackenzie Regional Transfer Station be approved for a one-year contract extension to Twin Rivers Developments Ltd. for the term of May 1, 2025 – April 30, 2026.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

The contract for solid waste hauling services at the Mackenzie Regional Transfer Station expires on April 30, 2025. The current contract is a multi-term contract that allows for two one-year options to extend on a period-by-period basis with the total duration not to exceed five years. This extension falls into these parameters of current contract conditions and will be the first extension allowable under this contract.

The Committee is being asked to recommend to the Board that Contract ES-21-14 Solid Waste Hauling Services – Mackenzie Regional Transfer Station be approved for a one-year contract extension to Twin Rivers Developments Ltd. for the term of May 1, 2025 – April 30, 2026.

### RELEVANT POLICIES:

1. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022
  - requires contracts over \$100,000 in value to be considered for approval by the Board
2. Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
3. 2015 Regional Solid Waste Management Plan:
  - provides guidance for residual waste management
  - guidance on how waste is transported to or how it is handled within the facilities

**STRATEGIC PRIORITIES ALIGNMENT:**

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input checked="" type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input type="checkbox"/> Statutory or Routine Business            |   |  |

**SERVICE RELEVANCE:**

The Regional District provides solid waste management services to the entire Regional District of Fraser-Fort George including the operation of transfer station facilities.

**FINANCIAL CONSIDERATION(S):**

The operation of the Mackenzie Regional Transfer Station is funded through the Solid Waste Management (3305) Budget.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendations.
  - a recommendation will be made to the Board that Contract ES-21-14 Solid Waste Hauling Services – Mackenzie Regional Transfer Station be approved for a one-year contract extension to Twin Rivers Developments Ltd. for the term of May 1, 2025 – April 30, 2026

Other Options:

- a. do not make recommendation to the Board to approve the contract extension to Twin Rivers Developments Ltd. for solid waste services at the Mackenzie Regional Transfer Station
  - a. would result in the Regional District not having solid waste hauling services for the Mackenzie Regional Transfer Station after April 30, 2025

**COMMENTS:**

Twin Rivers Developments Ltd. has demonstrated a satisfying level of service in fulfilment of the Solid Waste Hauling Services for the Mackenzie Regional Transfer Station since being under contract with the Regional District. Environmental Services Administration recommends extending the Contract for the term of May 1, 2025 – April 30, 2026.

Respectfully submitted,

“Darren Wahl”

Darren Wahl  
Manager of Solid Waste Operations

DW:jt



# REGIONAL DISTRICT of Fraser-Fort George

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[www.rdffg.ca](http://www.rdffg.ca)

**Municipalities:**

McBride  
Mackenzie  
Prince George  
Valemount

**Electoral Areas:**

Chilako River-Nechako  
Crooked River-Parsnip  
Robson Valley-Canoe  
Salmon River-Lakes  
Tabor Lake-Stone Creek  
Willow River-Upper Fraser  
Woodpecker-Hixon

February 19, 2025

CONT 1.24

Sheldon Mayert  
Twin Rivers Developments Ltd.

Dear Sheldon:

**Extension offer letter ES-21-14**  
**Solid Waste Hauling Services at the Mackenzie Regional Transfer Station**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of ES-21-14 Solid Waste Hauling Services at the Mackenzie Regional Transfer Station. The extended period of work would be from May 1, 2025 – April 30, 2026, at the tendered rates in Contract ES-21-14.

The renewal terms in the contract are set out on page 31 under Duration of Contract. Each extension will be for a one-year period and the total Contract duration will not exceed five years. This will be the first extension under this contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it to our office at your earliest convenience. I would like to prepare a report for our Regional Board meeting to request approval for an extension of the current Contract, or permission to tender a new contract.

Yours truly,

for: Darren Wahl  
Manager of Solid Waste Operations

Telephone: 250-960-4400

DW:jt

I, Sheldon Mayert, accept the extension with above mutually agreed upon terms of Contract ES-21-14 – Solid Waste Hauling Services - Mackenzie Regional Transfer Station, at the tendered rates as set out in the Schedule of Prices for the duration of May 1, 2025 - April 30, 2026.

Sheldon Mayert

Feb 19, 2025

Date



# REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8  
Telephone: (250) 960-4400 / Fax: (250) 563-7520  
Toll Free: 1-800-667-1959 / <http://www.rdffg.bc.ca>

## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: CONT 1.24

FROM: Anson Hardjojo, Solid Waste and Waste Diversion Coordinator

DATE: November 4, 2021

SUBJECT: Solid Waste Hauling Services – Mackenzie Regional Transfer Station

SUMMARY: Purpose: Consider Contract Extension and Award of Contract

Previous Reports: Item No. 5.4, August 2021 (see Agenda for link)

Attachments: Background

### RECOMMENDATION(S):

1. THAT the report be received.

THAT the Committee recommend to the Board:

2. THAT Contract ES-19-16 Solid Waste Hauling Services - Mackenzie Regional Transfer Station be extended to Twin Rivers Developments Ltd. for the period of December 1, 2021 to April 30, 2022.
3. THAT Contract ES-21-14 Solid Waste Hauling Services - Mackenzie Regional Transfer Station be awarded to Twin Rivers Developments Ltd. for the period of May 1, 2022 to April 30, 2025.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

At the regular meeting held August 2021, Board approved entering into a competitive bid process for the solid waste hauling services at the Mackenzie Regional Transfer Station.

The Mackenzie Regional Transfer Station started operations in December 2019, solid waste hauling services are required at this site and the current contract ES-19-16 expires November 30, 2021. The Contract may be renewed on a period-by period basis at the Region District's discretion for up the three (3) years. The current Contract was awarded to Twin Rivers Development Ltd.

The ES-21-14 Solid Waste Hauling Services – Mackenzie Regional Transfer Station Invitation to Tender received one (1) bid from a qualified service provider. However, in review of the submitted bid, Twin Rivers Developments Ltd.'s equipment for ES-21-14 will be available on April 30, 2022.

The Committee is being asked to recommend to the Board to consider extending ES-19-16 for the period of December 1, 2021 to April 30, 2021. The Committee is also being asked to consider the award of Contract ES-21-14 for the provision of solid waste hauling services at the Mackenzie Regional Transfer Station to Twin Rivers Developments Ltd. for the period of May 1, 2022 to April 30, 2025.

**RELEVANT POLICIES:**

1. Delegation Bylaw No. 3082, 2018
  - provides for the delegation of authority to the Chair and Corporate Officer to execute contract as per Bylaw
  - requires contracts over \$100,000 in value to be considered for approval by the Board
2. Regional Solid Waste Management Plan (RSWMP):
  - provides guidance for residual waste management
  - guidance on how waste is transported to or how it is handled within facilities

**STRATEGIC ALIGNMENT:**

- ☒ Climate Action
 ☐ Economic Health
 ☐ Indigenous Relations
 ☒ Strong Communities  
☐ None – Statutory or Routine Business

**SERVICE RELEVANCE:**

The Regional District provides solid waste management services to the entire Regional District of Fraser-Fort George including the operation of transfer station facilities.

**FINANCIAL CONSIDERATION(S):**

The operation of the Mackenzie Regional Transfer Station is funded through the Solid Waste Management (3305) Budget.

The cost estimate for the next 5 months (December 2021 to April 2022) of the hauling operations under the current contract is approximately \$166,127.24, excluding taxes.

The cost estimate for the remaining 2022 year (8 months) of the hauling operations under the new contract is approximately \$111,184.00, excluding taxes.

**OTHER CONSIDERATION(S):**

The current contract uses a smaller hauling bin, which results in frequent trips each month (approximately 20 trips per month at \$23,903.20 monthly hauling fees). Once the new contract is in place on May 1, 2022, a larger hauling bin will take its place, reducing the trips each month (twice the volume, resulting in approximately 10 trips per month at \$13,898.00 monthly hauling fees). While each trip will cost more, the reduction in trips should result in cost savings over the duration of the contract.

**DECISION OPTIONS:**

1. Approve recommendations.
  - recommendations will be made to the Regional Board to consider extending the current contract ES-19-16 by 5 months and award Contract ES-21-14 to Twin Rivers Developments Ltd. starting May 1, 2022

**Other Options:**

- a. do not award the contract for solid waste hauling services for Mackenzie Regional Transfer Station
  - would leave the Mackenzie Regional Transfer Station without solid waste hauling services after November 30, 2021.

**COMMENTS:**

Environmental Services Administration recommends that the contract ES-19-16 for solid waste hauling services with a dump truck trailer for the Mackenzie Regional Transfer Station be extended for 5 additional months from December 1,

2021 to April 30, 2022 for \$1,195.16 (excluding taxes) per trip and Contract ES-21-14 be awarded to Twin Rivers Developments Ltd. for \$1,389.80 (excluding taxes) per trip for the duration of May 1, 2022 to April 30, 2025.

Respectfully submitted,

“Anson Hardjojo”

Anson Hardjojo  
Solid Waste and Waste Diversion Coordinator

AH:jt

## BACKGROUNDER

The Regional District of Fraser-Fort George issued an Invitation to Tender for Solid Waste Hauling Services at Mackenzie Regional Transfer Station. The documents were made available on the Regional District web page and the Provincial BCBid® website on October 8, 2021. The tender submittal deadline was November 3, 2021.

One qualified, complete tender was received. The tender is from a local company, experienced in the construction, landfill and hauling industry. The following table provides a summary of the estimated costs from average data for one haul every 2 to 3 days throughout the year.

<b>Twin Rivers Developments Ltd.</b>	<b>Per Trip (excluding taxes)</b>	<b>Cost Based on Averages (excluding taxes)</b>
For Months of December 2021 to April 2022	\$ 1,195.16	\$ 166,127.24
For Remaining 2022 Year (May 2022 to December 2022)	\$ 1,389.80	\$ 111,184.00

\*Estimated cost prior to taxes

However, in the submittal from Twin Rivers Developments Ltd., the company noted that the needed equipment will not be ready for operational capabilities until April 30, 2022. This is due to reasons beyond the company's control and delivery constraints around the province.

With the lack of options available in the region, Environmental Services Administration recommends that Twin Rivers Developments Ltd. extend the current contract ES-19-16 with current equipment for an additional 5 months and award Contract ES-21-14 for the Solid Waste Hauling Services at Mackenzie Regional Transfer Station to Twin Rivers Developments Ltd. starting from May 1, 2022 to April 30, 2025.





# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: LAND 1.6

FROM: Darren Wahl, Manager of Solid Waste Operations

DATE: March 3, 2025

SUBJECT: Contract ES-23-11 – Road Watering Services – Foothills Boulevard Regional Landfill

SUMMARY: Purpose: Consider Contract Extension  
Attachments: Signed Extension Offer Letter dated February 12, 2025 from Grandview Water Hauling  
Previous Reports: Item No. 5.2 May 2023

### RECOMMENDATION(S):

1. THAT the report dated March 3, 2025, regarding “Contract ES-23-11 Road Watering Services – Foothills Boulevard Regional Landfill” be received for information.
2. THAT the Committee recommend to the Board that Contract ES-23-11 Road Watering Services – Foothills Regional Landfill be approved for a one-year contract extension to Michael Bompas DBA Grandview Water Hauling for the term of June 1, 2025 – April 30, 2026.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

The contract for road watering services at the Foothill Boulevard Regional Landfill expires on May 31, 2025. The current contract is a multi-term contract that allows for three one-year options to extend on a period-by-period basis with the total duration not to exceed five years. This extension falls into these parameters of current contract conditions and will be the first extension allowable under this contract.

The Committee is being asked to recommend to the Board that Contract ES-23-11 Road Watering Services – Foothills Regional Landfill be approved for a one-year contract extension to Michael Bompas DBA Grandview Water Hauling for the term of June 1, 2025 – April 30, 2026.

### RELEVANT POLICIES:

1. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022
  - requires contracts over \$100,000 in value to be considered for approval by the Board
2. Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
3. 2015 Regional Solid Waste Management Plan:
  - provides guidance for residual waste management
  - establishes waste diversion targets

**STRATEGIC PRIORITIES ALIGNMENT:**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input checked="" type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input type="checkbox"/> Statutory or Routine Business            |  |  |

**SERVICE RELEVANCE:**

The Regional District provides solid waste management services to the entire Regional District of Fraser-Fort George including the operation of transfer station facilities.

**FINANCIAL CONSIDERATION(S):**

The operation of the Foothills Boulevard Regional Landfill is funded through the 2025 Solid Waste Management (3305) Budget.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendations.
  - a recommendation will be made to the Board that Contract ES-23-11 Road Watering Services – Foothills Regional Landfill be approved for a one-year contract extension to Michael Bompas DBA Grandview Water Hauling for the term of June 1, 2025 – April 30, 2026

Other Options:

- a. do not make recommendation to the Board to approve the contract extension to Michael Bompas DBA Grandview Water Hauling for Road Watering Services at the Foothills Boulevard Regional Landfill
  - a. would result in the Regional District not having road watering services at Foothills Boulevard Regional Landfill after May 31, 2025

**COMMENTS:**

Michael Bompas, DBA Grandview Water Hauling, has demonstrated a satisfying level of service in the fulfilment of the Road Watering Services for the Foothills Boulevard Regional Landfill since being under contract with the Regional District. Environmental Services Administration recommends extending the Contract for the term of May 1, 2025 – April 30, 2026.

Respectfully submitted,

“Darren Wahl”

Darren Wahl  
Manager of Solid Waste Operations

DW:jt



## REGIONAL DISTRICT of Fraser-Fort George

Head Office:  
155 George Street  
Prince George, BC  
V2L 1P8

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Long Distance  
from within  
the Regional District:  
1-800-667-1959

Fax: (250) 563-7520

<http://www.rdfg.ca>

**Municipalities:**

McBride  
Mackenzie  
Prince George  
Valemount

**Electoral Areas:**

Chilako River-Nechako  
Crooked River-Parsnip  
Robson Valley-Canoe  
Salmon River-Lakes  
Tabor Lake-Stone Creek  
Willow River-Upper Fraser  
Woodpecker-Hixon

February 12, 2025

LAND 1.6

Mike Bompas  
Grandview Water Hauling

Sent via email: [REDACTED]

Dear Mike:

**Re: Extension of Contract ES-23-11  
Road Watering Services - Foothills Boulevard Regional Landfill**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of Contract ES-23-11 Road Watering Services – Foothills Boulevard Regional Landfill. The extended period of work would be from June 1, 2025 to May 31, 2026, at the tendered rates in Contract ES-23-11.

The renewal terms in the contract are set out in the contract under Section 10, Duration of Contract. Each extension will be for a one-year period, and the total Contract duration will not exceed five years. This will be the first extension under the current contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it, along with an updated Certificate of Insurance, Auto Insurance and WorkSafeBC Clearance letter, to our office at your earliest convenience.

We look forward to the possibility of working with you.

Yours truly,

[REDACTED]  
Darren Wahl  
Manager of Solid Waste Operations

Telephone: 250-960-4400  
Facsimile: 250-562-8676

DW:jt

I, MIKE BOMPAS, accept the extension of Contract ES-23-11 Road Watering Services – Foothills Boulevard Regional Landfill at the quoted rates as set out in the Schedule of Prices from June 1, 2025 to May 31, 2026.

[REDACTED]  
Mike Bompas  
Grandview Water Hauling

Date

FEB 12 / 2025



# REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8  
Telephone: (250) 960-4400 / Fax: (250) 563-7520  
Toll Free: 1-800-667-1959 / <http://www.rdffg.bc.ca>

## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: LAND 1.6

FROM: Darren Wahl, Manager of Solid Waste Operations

DATE: April 26, 2023

SUBJECT: ES-23-11 Road Watering Services – Foothills Boulevard Regional Landfill

SUMMARY: Purpose: Consider Award of Contract

Attachments: None

Previous Reports: Item No. 5.1, March 2023

### RECOMMENDATION(S):

1. THAT the report be received.

THAT the Committee recommend to the Board:

2. THAT Contract ES-23-11 Road Watering Services - Foothills Boulevard Regional Landfill be awarded to Michael Bompas DBA Grandview Water Hauling for the tendered price of \$175 per service (excluding taxes).

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

At the March 2023 regular meeting, Board approved entering into a competitive bid process for engaging road watering services at Foothills Boulevard Regional Landfill. An Invitation to Quote was developed and posted on April 4, 2023, with a closing date of April 19, 2023. One (1) complete bid was received from a qualified service provider.

The Committee is being asked to recommend to the Regional Board that Michael Bompas DBA Grandview Water Hauling be awarded Contract ES-23-11 Road Watering Services - Foothills Boulevard Regional Landfill.

### RELEVANT POLICIES:

1. Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
2. Delegation Bylaw No. 3276, 2022
  - provides for the delegation of authority to the Chair and Corporate Officer to execute contract as per Bylaw
  - requires contracts over \$100,000 in value to be considered for approval by the Board
3. 2015 Regional Solid Waste Management Plan:
  - provides guidance for residual waste management
  - establishes waste diversion targets

### STRATEGIC ALIGNMENT:

- ☒ Climate Action ☐ Economic Health ☐ Indigenous Relations ☒ Strong Communities
- ☐ None – Statutory or Routine Business

**SERVICE RELEVANCE:**

The Regional District provides solid waste management services to the entire Regional District of Fraser-Fort George including the operation of the Foothills Boulevard Regional Landfill.

**FINANCIAL CONSIDERATION(S):**

The operation of the Foothills Boulevard Regional Landfill is funded through the 2023 Solid Waste Management (3305) Budget.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendations.
  - a recommendation will be made to Board to award Contract ES-23-11 Road Watering Services - Foothills Boulevard Regional Landfill to Michael Bompas DBA Grandview Water Hauling

Other Options:

- a. do not award Contract ES-23-11 Road Watering Services - Foothills Boulevard Regional Landfill
  - would result in the Regional District not having road watering services at Foothills Boulevard Regional Landfill after May 31, 2023

**COMMENTS:**

Environmental Services Administration recommends that Contract ES-23-11 Road Watering Services - Foothills Boulevard Regional Landfill be awarded to Michael Bompas DBA Grandview Water Hauling.

Respectfully submitted,

"Darren Wahl"

Darren Wahl  
Manager of Solid Waste Operations

DW;jt

## BACKGROUNDER

The Regional District issued an Invitation to Quote for Road Watering Services – Foothills Boulevard Regional Landfill, which was made available on the Regional District web page and Provincial BCBid® website on Tuesday, April 4, 2023. The Invitation to Quote deadline was Wednesday, April 19, 2023. A mandatory site meeting was held on April 12, 2023 at 10:00 a.m. where one (1) company attended. One (1) complete bid was submitted from the qualified service provider.

Environmental Services Administration reviewed and evaluated the tender using a predetermined weighting factor. The evaluation criteria for the tender included considerations for:

- a. Bidder's qualification and experience
- b. Past work experience with the Regional District
- c. Budget/bid Price
- d. Equipment standards and back-up equipment plan

<b>Tenderer</b>	<b>Total Per Service</b>
<b>Michael Bompas DBA Grandview Water Hauling</b>	<b>\$175</b>

As a result of the evaluation of the qualified bidder submission, Environmental Services Administration recommends that Michael Bompas DBA Grandview Water Hauling be awarded the contract.



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Environment and Parks Standing Committee File No.: LAND 1.6.5.6

FROM: Darwin Paton, Environmental Services Technologist

DATE: March 3, 2025

SUBJECT: Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill

SUMMARY: Purpose: Consider Contract Extension  
Attachments: Signed Extension Offer Letter dated February 12, 2025 from McElhanney Ltd.  
Previous Reports: Item No. 12.3, May 2024

### RECOMMENDATION(S):

1. THAT the report dated March 3, 2025 regarding “Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill” be received for information.
2. THAT the Committee recommend to the Board that Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill be approved for a one-year contract extension to McElhanney Ltd. for the term of June 1, 2025 – May 31, 2026.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

The contract for leachate testing services at the Foothills Boulevard Regional Landfill expires on May 31, 2025. The current contract is a multi-term contract that allows for two one-year options to extend on a period-by-period basis with the total duration not to exceed three years. This extension falls into these parameters of current contract conditions and will be the first extension allowable under this contract.

The Committee is being asked to recommend to the Board that Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill be approved for a one-year contract extension to McElhanney Ltd. for the term of June 1, 2025 – May 31, 2026.

### RELEVANT POLICIES:

1. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022
  - requires contracts over \$100,000 in value to be considered for approval by the Board
2. Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
3. Regional Solid Waste Management Plan (RSWMP):
  - maintain and operate disposal facility in compliance with municipal wastewater discharge City of Prince George Bylaw No. 9055, 2019, and as outlined under Discharge Permit #006

**STRATEGIC PRIORITIES ALIGNMENT:**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input checked="" type="checkbox"/> Statutory or Routine Business |   |   |

**SERVICE RELEVANCE:**

The routine sampling and testing of the leachate discharge from the Foothills Boulevard Regional Landfill assists the Regional District of Fraser-Fort George in meeting its environmental responsibilities and its discharge permit requirements with the City of Prince George.

**FINANCIAL CONSIDERATION(S):**

Budget implications for this service are reflected in the 2025 Solid Waste Management (3305) Budget.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendations.
  - a recommendation will be made to the Board that Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill be approved for a one-year contract extension to McElhanney Ltd. for the term of June 1, 2025 – May 31, 2026

Other Options:

- a. do not make recommendation to the Board to approve the contract extension for leachate testing services at the Foothills Boulevard Regional Landfill to McElhanney Ltd. for the term of June 1, 2025 – May 31, 2026
  - would result in the delay of the provision of leachate testing services
  - the requirements under the Waste Discharge Permit for leachate with the City of Prince George from the Foothills Boulevard Regional Landfill will not be met

**COMMENTS:**

McElhanney Ltd. has demonstrated a satisfying level of service in fulfilment of leachate testing services at the Foothills Boulevard Regional Landfill since being under contract with the Regional District. Environmental Services Administration recommends extending the Contract for the term of June 1, 2025 – May 31, 2026.

Respectfully submitted,

“Darwin Paton”

Darwin Paton  
Environmental Services Technologist

DP:jt





# REGIONAL DISTRICT of Fraser-Fort George

Head Office:  
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Prince George, BC  
V2L 1P8

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Long Distance  
from within  
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**Municipalities:**

McBride  
Mackenzie  
Prince George  
Valemount

**Electoral Areas:**

Chilako River-Nechako  
Crooked River-Parsnip  
Robson Valley-Canoe  
Salmon River-Lakes  
Tabor Lake-Stone Creek  
Willow River-Upper Fraser  
Woodpecker-Hixon

February 12, 2025

LAND 1.6.5.6

Tyler Garden, RPBio, PBiol  
McElhanney Ltd.  
12 – 556 North Nechako Road  
Prince George, BC V2K 1A1

Dear Tyler:

**Re: Extension of Contract ES-24-08  
Leachate Testing Services - FBRL**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill for the extended period from June 1, 2025, to May 31, 2026, at the tendered rates in Contract ES-24-08.

The renewal terms in the contract are set out in the contract under Section 21.0, Start and Duration of Contract. Each extension will be for a one-year period, and the total Contract duration will not exceed three years. This will be the first extension under the current contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it, along with an updated Certificate of Insurance, Auto Insurance (expiring soon) and WorkSafeBC Clearance letter, to our office at your earliest convenience.

We look forward to the possibility of working with you.

Yours truly,

Darwin Paton  
Environmental Services Technologist

Telephone: 250-960-4400  
Facsimile: 250-562-8676

DP:jt

I, Tyler Garden, accept the extension of Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill at the quoted rates as set out in the Schedule of Prices from June 1, 2025 to May 31, 2026.

February 24, 2025

Tyler Garden, RPBio, PBiol  
McElhanney Ltd.

Date



# REGIONAL DISTRICT of Fraser-Fort George

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Toll Free: 1-800-667-1959 / [www.rdffg.ca](http://www.rdffg.ca)

## REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: LAND 1.6.5.6

FROM: Darwin Paton, Environmental Services Technologist

DATE: May 7, 2024

SUBJECT ES-24-08 – Leachate Testing Services – Foothills Boulevard Regional Landfill

SUMMARY: Purpose: Consider Award of Contract

Attachments: Backgrounder

Previous Reports: None

### RECOMMENDATION(S):

1. THAT the report dated May 7, 2024 regarding “ES-24-08 – Leachate Testing Services – Foothills Boulevard Regional Landfill” be received for information.
2. THAT Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill be awarded to McElhanney Ltd. for the total amount of \$36,960.79 (excluding taxes) per year.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

The current contract for leachate testing Services at Foothills Boulevard Regional Landfill expires May 31, 2024. In May of 2020 the Regional District of Fraser-Fort George received a Waste Discharge Permit from the City of Prince George, allowing for the release of leachate into the City's wastewater collection system. The Permit requires monthly submittal of leachate analysis. In order to meet the prerequisites for leachate discharge, routine leachate testing is required.

The Board is being asked to consider the award of Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill to McElhanney Ltd. for the total amount of \$36,960.79 (excluding taxes) per year.

### RELEVANT POLICIES:

1. Policy RD-03-09: Procurement of Goods and Services
  - provides for procurement levels and limits
2. Regional Solid Waste Management Plan (RSWMP):
  - maintain and operate disposal facility in compliance with municipal wastewater discharge City of Prince George Bylaw No. 9055, 2019, and as outlined under Discharge Permit #006
3. Regional District of Fraser-Fort George Delegation Bylaw No. 3276, 2022
  - requires contracts over \$100,000 in value to be considered for approval by the Board

### STRATEGIC ALIGNMENT:

- ☐ Climate Action    ☐ Economic Health    ☐ Indigenous Relations    ☒ Strong Communities
- ☐ None – Statutory or Routine Business

**SERVICE RELEVANCE:**

The routine sampling and testing of the leachate discharge from the Foothills Boulevard Regional Landfill assists the Regional District of Fraser-Fort George in meeting its environmental responsibilities and its discharge permit requirements with the City of Prince George.

**FINANCIAL CONSIDERATION(S):**

Budget implications for this service are reflected in the 2024 Solid Waste Management (3305) Budget.

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

1. Approve recommendations.
  - Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill be awarded to McElhanney Ltd. in the total amount of \$36,960.79 (excluding taxes) per year.

Other Options:

- a. do not award Contract ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill to McElhanney Ltd.
  - would result in the delay of the provision of leachate testing services
  - the requirements under the Waste Discharge Permit for leachate with the City of Prince George from the Foothills Boulevard Regional Landfill will not be met

**COMMENTS:**

To meet the requirements under the Waste Discharge Permit issued by the City of Prince George, the Regional District needs to perform routine leachate testing and submit a monthly report.

Environmental Services Administration recommends that Contract ES-24-08 Leachate Testing Services at the Foothills Boulevard Regional Landfill be awarded to McElhanney Ltd. for the total amount of \$36,960.79 (excluding taxes) per year.

Respectfully submitted,

“Darwin Paton”

Darwin Paton  
Environmental Services Technologist

DP:jt



**BACKGROUNDER – ES-24-08 AWARD INFORMATION**

The Regional District issued an Invitation to Tender for ES-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill which was made available on the Regional District web page and the Provincial BCBid® website on Friday, April 26, 2024. The tender submittal deadline was Thursday, May 9, 2024. One (1) qualified submission has been received in response to the tender call. Staff has reviewed and evaluated the tender using a predetermined weighting factor.

The evaluation criteria for the tender include consideration for:

- Tenderers Qualifications, Experience and References
- Past Work Experience with the Regional District
- Tender Price

Name	Total Amount (excluding taxes)
McElhanney Ltd.	\$ 36,960.79 per year

The tender meets the requirements of the scope of work and the expected outcome of the required services for Leachate Testing Services at Foothills Boulevard Regional Landfill.