



# 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.: 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



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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