



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

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 2, 2026

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

SUMMARY: Purpose: Consider Contract Extension
Attachments: Extension Offer Letter to McElhanney Ltd., dated February 2, 2026
Previous Reports:
 1. Item No. 12.3, May 2024
 2. Item No. 5.6, March 2025

RECOMMENDATION(S):

1. THAT the report dated March 2, 2026 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, 2026 – May 31, 2027.

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, 2026. 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 final 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, 2026 – May 31, 2027.

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 City of Prince George Sanitary Sewer Use 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 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 2026 Solid Waste Management (3305) Budget.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendations.
 - Committee will 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, 2026 – May 31, 2027

Other Options:

- a. Do not make recommendation to the Board to approve the contract extension to McElhanney Ltd. for leachate testing services at the Foothills Boulevard Regional Landfill for the term of June 1, 2026 – May 31, 2027
 - would result in delay of the provision of leachate testing services
 - the requirements under the Waste Discharge Permit for leachate with the City of Prince George from 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, 2026 – May 31, 2027.

Respectfully submitted,

“Darwin Paton”

Darwin Paton
Environmental Services Technologist

DP:as



**REGIONAL DISTRICT
of Fraser-Fort George**

February 2, 2026

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 Offer Letter for Contract ES-24-08
Leachate Testing 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-24-08 Leachate Testing Services – Foothills Boulevard Regional Landfill. The extended period of work would be from June 1, 2026, to May 31, 2027, 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 five years. This will be the final extension under the current 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 District Board meeting to request approval for an extension of the current contract or permission to tender a new contract.

Yours truly,

[Redacted Signature]

Darwin Paton
Environmental Services Technologist
250-960-4400 | dpaton@rdffg.bc.ca

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, 2026, to May 31, 2027.

[Redacted Signature]

02/05/26

Tyler Garden, RPBio, PBIol
McElhanney Ltd.

155 George Street, Prince George, BC V2L 1P8
ELECTORAL AREAS A, C, D, E, F, G AND H | MACKENZIE | MCBRIDE | PRINCE GEORGE | VALEMOUNT



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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



REGIONAL DISTRICT of Fraser-Fort George

BACKGROUND – 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.



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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:
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.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 1.6.5.6

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