



PEACE RIVER REGIONAL DISTRICT

2026 Solid Waste Department Plan

Current as of September 22, 2025

Gerritt Lacey, Solid Waste Manager

diverse. vast. abundant.

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PRRD STRATEGIC FOCUS AREAS

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

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

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

Commitments:

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

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

Our Values:

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

Our Goals:

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

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

Our Strategies:

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

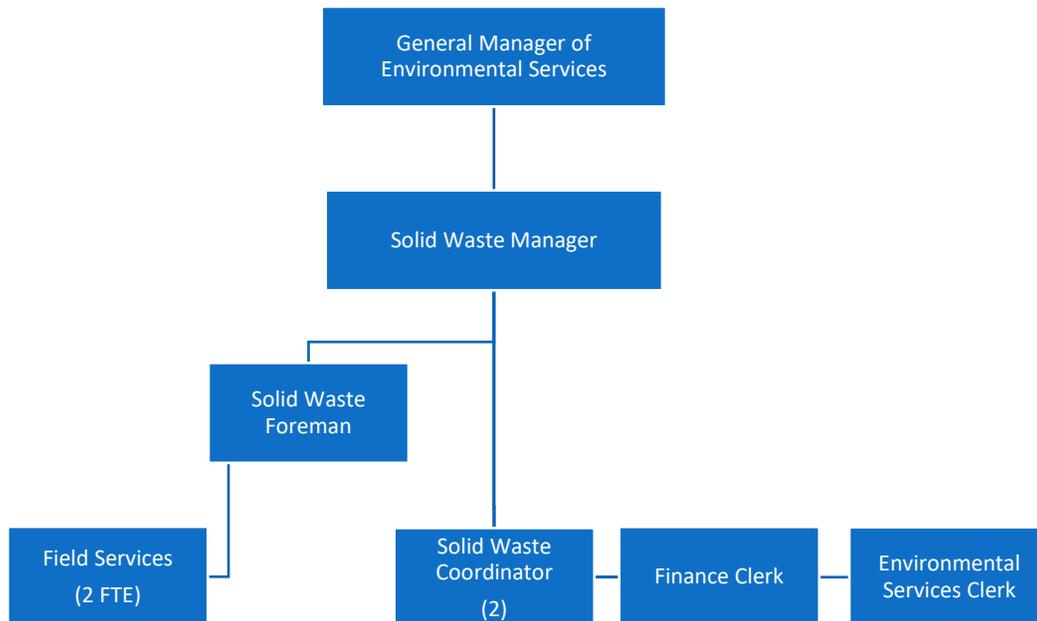
SOLID WASTE MANAGEMENT IN THE PEACE RIVER REGIONAL DISTRICT

Why Care About Solid Waste?

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

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

Meet the Team



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

Roles and Responsibilities for Solid Waste

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

The PRRD roles:

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

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

Member Municipalities’ roles:

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

What We Do

Education and Promotion

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

Waste Reduction/Diversion Programming

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

Recycling Program

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

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

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



Figure 1: Pollution Prevention Hierarchy

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

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

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

Extended Producer Responsibility Programming

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

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

Waste Segregation

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

Share Sheds

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

Organics Processing

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

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

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

Agricultural Plastics Collection Pilot

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

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

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

Waste Collection and Handling

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

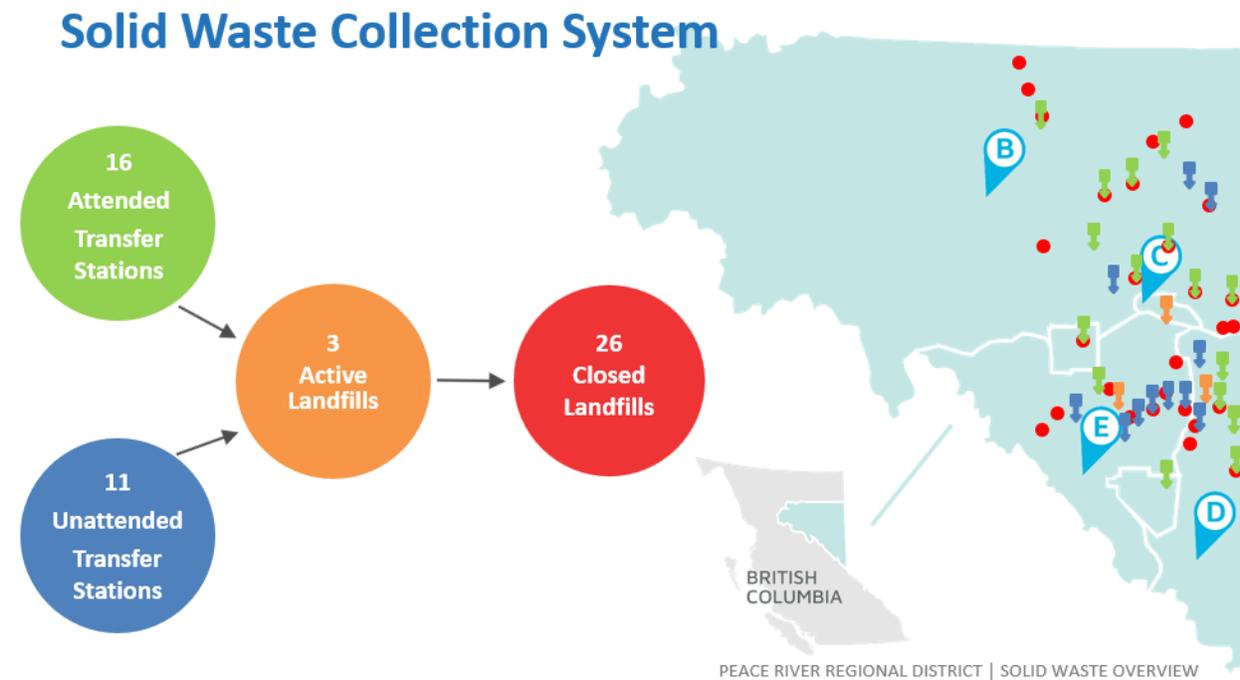


Figure 2: PRRD Solid Waste Collection Network

Active Landfills

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

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

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

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

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

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

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

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

Closed Landfills

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

Attended Transfer Stations

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

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

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

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

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

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

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

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

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

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

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

Unattended Transfer Stations

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

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

Spring and Fall Clean-up Campaign

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

Clean-up Coupons

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

Tipping Fee Waiver Program

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

24 Hour Access

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

GOVERNANCE, LEGISLATION, COMPLIANCE, & ENFORCEMENT

Governance

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

Solid Waste Committee

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

Public Technical Stakeholder Committee

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

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

Public and Technical Advisory Committee

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

Legislation Involved

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

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

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

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

- Ozone Depleting Substances and Other Halocarbons Regulation:
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/36_387_99
- Federal Legislation:
 - Environment and Climate Change Canada:
<https://www.canada.ca/en/environment-climate-change/services/environmental-indicators/greenhouse-gas-emissions/large-facilities.html>
 - Landfill Methane Recovery and Destruction:
<https://www.canada.ca/en/environment-climate-change/services/climate-change/pricing-pollution-how-it-will-work/output-based-pricing-system/federal-greenhouse-gas-offset-system/compendium-protocols/landfill-methane-recovery-destruction.html>

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

Compliance and Enforcement Regime

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

PLANS, STRATEGIES, AND GUIDING DOCUMENTS

Peace River Regional District Strategic Plan

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

Regional Solid Waste Management Plan

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

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

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

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

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

Waste Diversion	<ol style="list-style-type: none"> 1. Lobby for improved EPR programs in the PRRD. 2. Promote and educate on the pollution prevention hierarchy. 3. Research agricultural plastics recycling options. 4. Increase waste diversion in the ICI sector through promoting the waste hierarchy. 5. Improve collection of hazardous waste and targeted EPR materials. 6. Increase diversion of construction and demolition waste through promoting the waste hierarchy.
Increase Organics Diversion	<ol style="list-style-type: none"> 7. Establish organics processing capacity in the Region. 8. Support curbside collection of compostable organics in member municipalities.
Energy Recovery	<ol style="list-style-type: none"> 9. Assess suitability of technologies for energy recovery for organics in the Region. 10. Assess suitability of technologies for energy recovery for residual waste.
Improve Residual Waste Management	<ol style="list-style-type: none"> 11. Improve accessibility and efficiency of the solid waste network. 12. Monitor the PRRD’s three active landfills to continually assess long-term disposal options. 13. Develop an illegal dumping strategy. 14. Develop an emergency debris management plan.
Solid Waste Management Funding	<ol style="list-style-type: none"> 15. Set limits on recycling costs and implement other management methods as necessary. 16. Continually assess financial model used to fund the solid waste system.

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

LEGISLATED REPORTING REQUIREMENTS

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

Provincial Reporting

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

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

Federal Reporting

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

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

2026 SOLID WASTE WORK PLAN

The Solid Waste Workplan is composed of two key areas:

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

Identify all owned and occupied solid waste lands

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

Bylaws

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

Policy and Procedures

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

Development/Updating of Operational Plans

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

Asset Management

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

Procurement

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

Project Management

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

Tracking of Resources

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

Accessibility

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

Safety

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

Strengthening Partnerships

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

Education and Awareness

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

Waste Reduction/Diversion Programming

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

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

Waste Collection and Handling

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

Reporting and Data Management

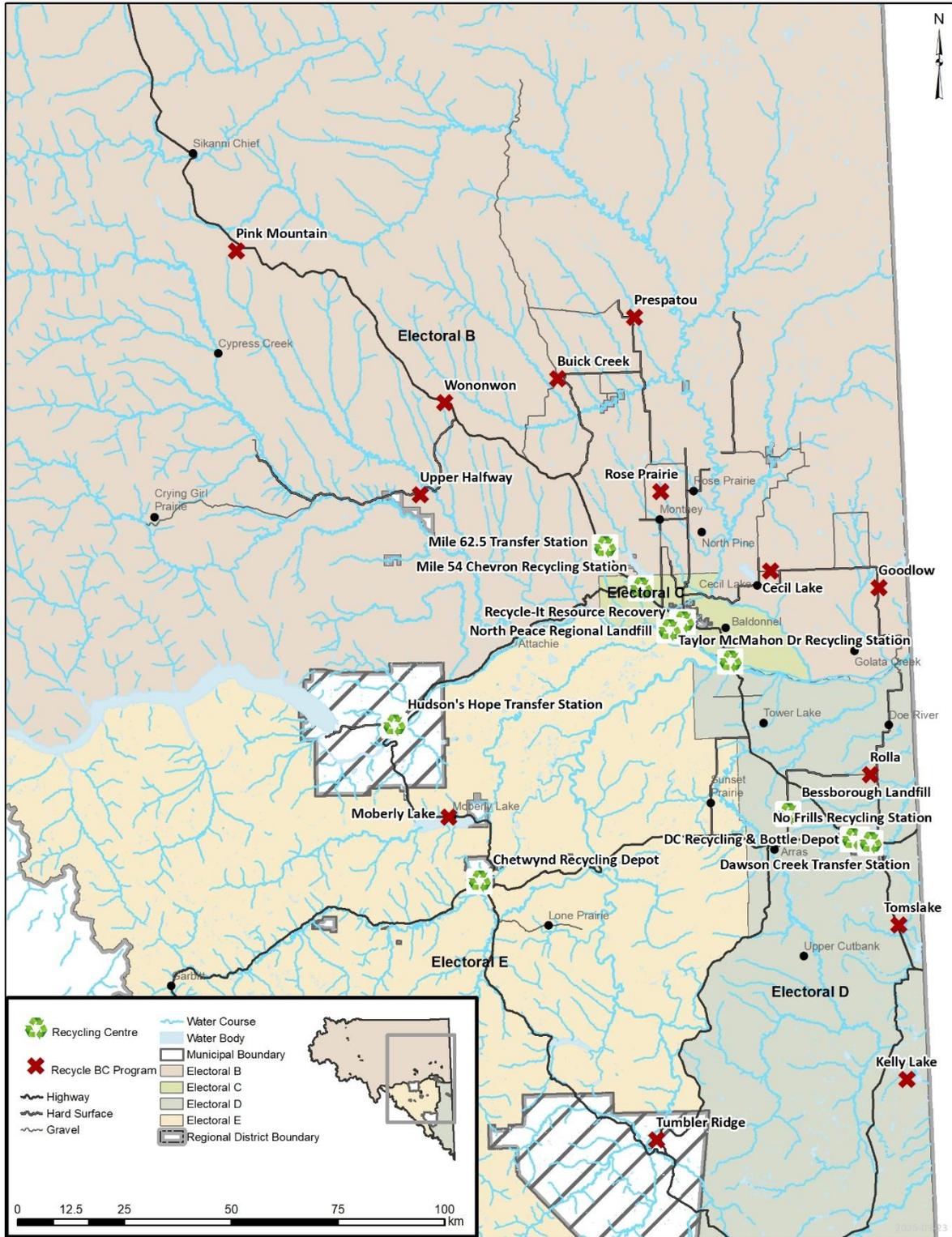
- Local
 - Implement a Regional Board approved Solid Waste Strategic Plan in 2026.
 - Prepare a 2026 Solid Waste Annual report.
 - Review and update the 72 operational plans for all landfills and transfer stations.
 - Host quarterly Solid Waste Committee meetings.
 - Host an annual PTSC meeting.
- Provincial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

New Projects

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

SCHEDULES

Schedule A: Recycling Stations Location Map



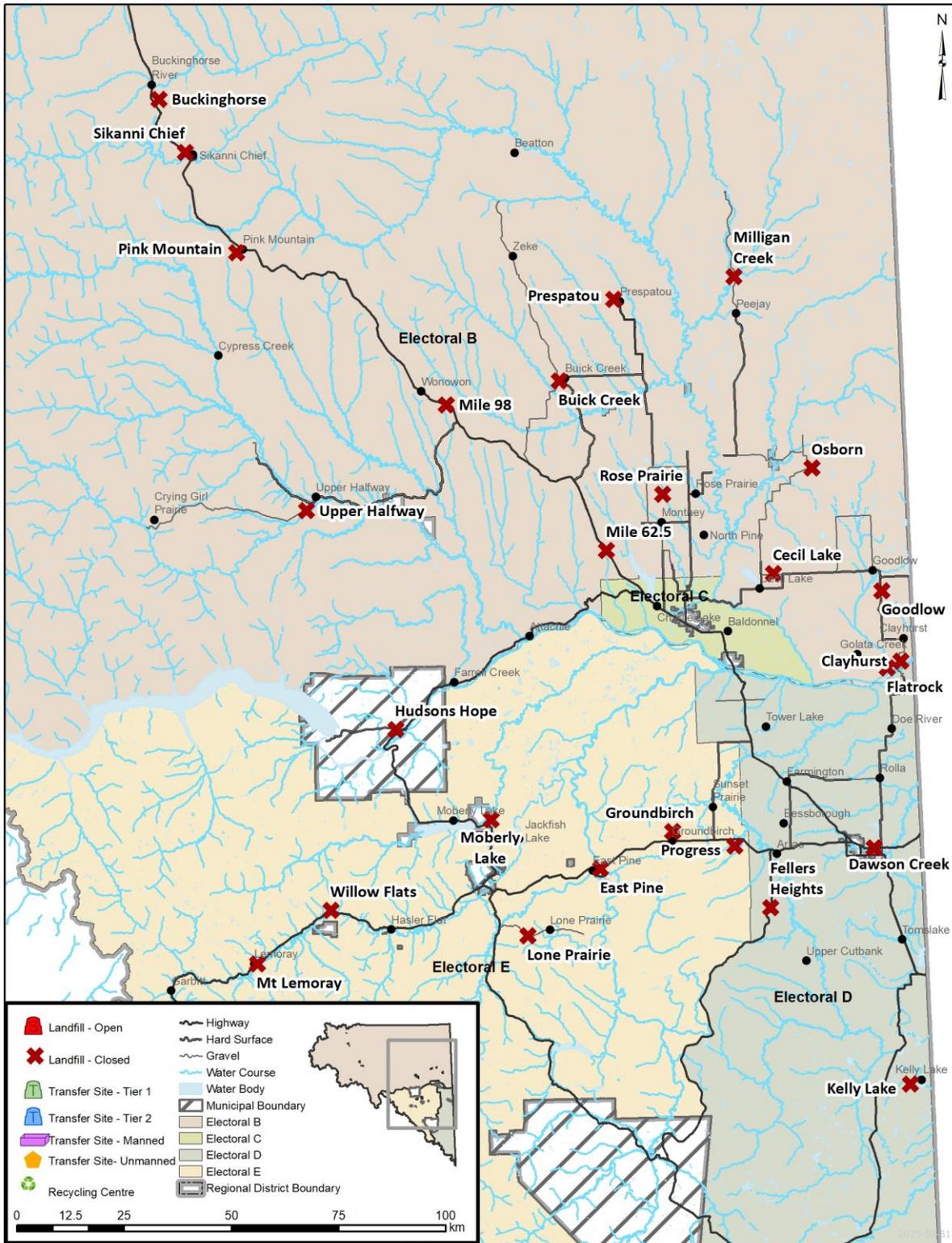
Schedule B: PRRD Active Landfills Location Map and Hours of Operation



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

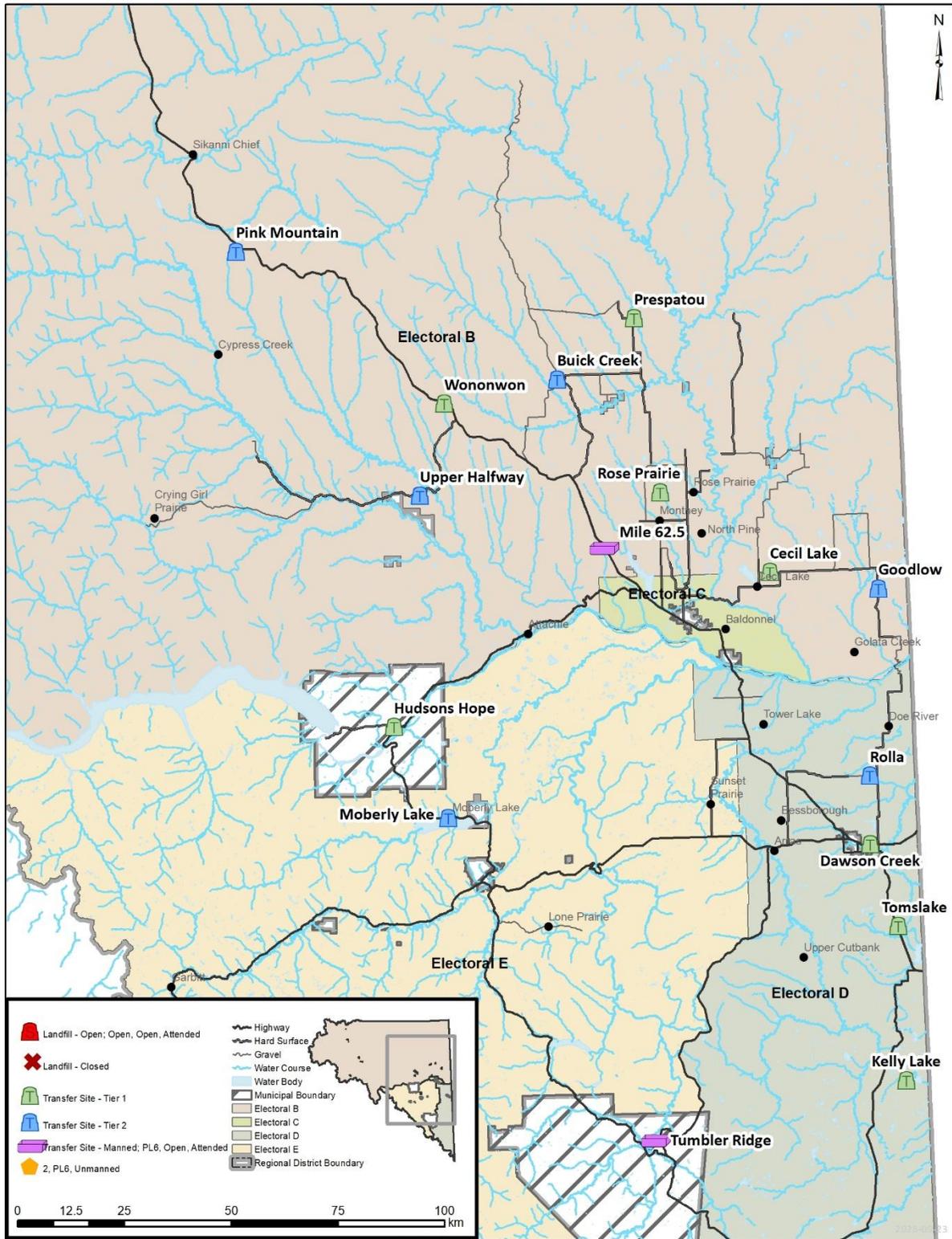
<https://prrd.bc.ca/services/garbage-and-recycling/#landfills--transfer-stations>

Schedule C: PRRD Closed Landfills Locations Map



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

Schedule D: Attended Transfer Station Location Map



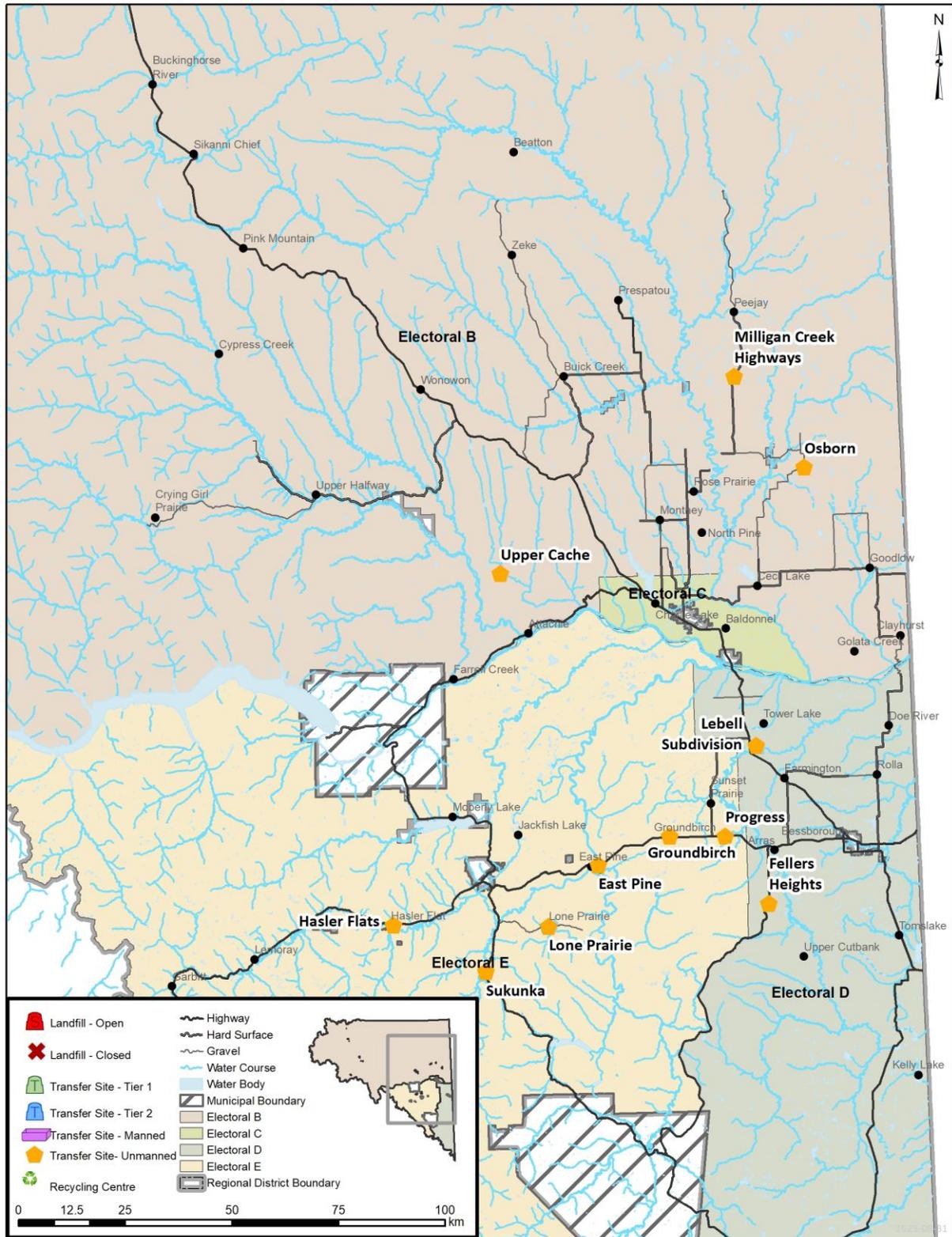
Hours of operation and locations for the sites are also available on the PRRD website here: <https://prrd.bc.ca/services/garbage-and-recycling/#landfills-transfer-stations>

Schedule E: PRRD Materials Acceptance Table

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

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

Schedule F: Unattended Transfer Station Location Map



Solid Waste Committee Terms of Reference

1. Background:

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

2. Role of the Committee:

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

3. Structure of the Solid Waste Committee:

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

4. Meetings:

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

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

5. Procedures:

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

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

Solid Waste Public and Technical Stakeholder Committee

Terms of Reference

1 BACKGROUND:

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

2 GOAL OF THE COMMITTEE:

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

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

3 OBJECTIVES:

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

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

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

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

4 AUTHORITY:

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

5 COMMITTEE ORGANIZATION:

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

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

5.3 Secretarial services will be provided by the PRRD.

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

6 MEMBERSHIP:

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

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

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

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

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

7 REMUNERATION AND EXPENSES:

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

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

8 RULES OF PROCEDURE:

8.1 Robert's Rules of Order apply.

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

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

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

9 MEETINGS OF THE PUBLIC TECHNICAL STAKEHOLDER COMMITTEE:

9.1 Scheduled Meetings:

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

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

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

10 MINUTES:

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

11 REPORTING TO THE PRRD SOLID WASTE COMMITTEE:

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

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

Schedule H: RSWMP Strategies Progress Tracking

WASTE DIVERSION

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

ORGANICS

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

ENERGY RECOVERY

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

RESIDUAL WASTE

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

SOLID WASTE MANAGEMENT FUNDING

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