

**AMENDMENT NO. 1  
TO  
CAPITAL REGIONAL DISTRICT  
SOLID WASTE MANAGEMENT PLAN REVISION 2  
As Approved by Minister on 22 December 1995**

(On approval, this amendment to be added to the section at the end of the plan.)

**SUBJECT: REGULATING COMPOSTING FACILITIES**

TYPE OF AMENDMENT: Regulatory

**PURPOSE:**

The purpose of this amendment is for the Capital Regional District (CRD) to regulate composting in the Capital Region through the adoption of a regulatory bylaw under Section 25 (3) of the *Environmental Management Act*.

**AMENDMENT:**

Under the bylaw, certain classes of dischargers, who are defined as owners or operators of a composting facility or licensees, will be required to obtain a recycler licence from the CRD. Dischargers composting general organic matter, as defined in the regulatory bylaw, will not be required to obtain a licence unless the discharger is convicted of an offence under the bylaw. The CRD's plan is to begin issuing licences to all new composting facilities other than those exempted, upon Board adoption of the regulatory bylaw. It is proposed that existing composting facilities, other than those exempted, will be required to obtain a licence within 12 months of adoption of the bylaw. The regulatory bylaw will require licenced dischargers to develop and follow a leachate management plan, an odour management plan and a vector, litter and dust management plan. The bylaw will provide for the establishment of limits on the type and quantities of materials being stored and time limits for the presence of various types of compostable material.

Under the bylaw, security will also be taken from licensees to provide a fund of money to enable the CRD to deal with composting facilities that have been abandoned or other breaches of the regulatory bylaw.

A copy of the proposed licence for composting facilities and a copy of the proposed regulatory bylaw, supporting information document and the enforcement policy and procedures are included in Appendix Q of the Solid Waste Management Plan. The CRD may, however, amend the licence or the proposed regulatory bylaw or the enforcement policy and procedures for the purpose of better carrying out the proposed regulatory scheme without being in conflict with this plan.

The bylaw will be adopted only after a process of consultation with affected stakeholders that began in 1997.

**AMENDMENT NO. 1 APPROVALS:**

Ministry of Environment Approval \_\_\_\_\_ day of \_\_\_\_\_ 2005

Capital Regional District Board Approval \_\_\_\_\_ day of \_\_\_\_\_ 2005

**CAPITAL REGIONAL DISTRICT  
SOLID WASTE MANAGEMENT PLAN REVISION 2**

**AMENDMENT NO. 2  
Revisions Pertaining to Salt Spring Island Transfer Station Regulations**

Dated 21 September 2001

**INTRODUCTION**

The purpose of this amendment is to revise the section of the Solid Waste Management Plan (SWMP) which pertains to solid waste management on Salt Spring Island.

**AMENDMENT**

Add to Section 10.0 – **Continuation of Current Solid Waste Management Programs**, the following article:

**“10.1.30 Disposal of Municipal Solid Waste and Recyclable Materials from Salt Spring Island**

The CRD intends to establish a scheme for the regulation of transfer stations on Salt Spring Island through the adoption of a regulatory bylaw under sections 19 and 19.1 of the *Waste Management Act* for the operation of municipal solid waste and recyclable material transfer facilities on Salt Spring Island.

Under the bylaw, operators of the transfer facilities will be required to obtain an operator licence from the CRD. The CRD's plan is to begin issuing licences within six months of the adoption of the regulatory bylaw. A licence will be required by all existing facilities as well as proposed facilities. The regulatory bylaw will require operators of transfer stations to develop and maintain a leachate management plan, an odour management plan, a noise abatement plan and a vector, litter and dust management plan. In addition, operators will be required to provide for the storage of municipal solid waste and recyclable material. The bylaw will provide for the establishment of limits on the type and quantities of materials being stored and time limits for various types of municipal solid waste and recyclable material. The CRD will also be given authority to deal with transfer stations that have been abandoned.

Security will be required from operators to provide a fund of money available to the CRD to assist with site clean-up in the event of abandonment or other breach of the regulatory bylaw.

A copy of the licence for transfer station facilities and a copy of the proposed regulatory bylaw are included in Appendix R of the Solid Waste Management Plan together with supporting information. The CRD may, however, amend the licence or the proposed regulatory bylaw for the purpose of better carrying out the proposed regulatory scheme without being in conflict with this plan."

(05 May 2004)

**AMENDMENT NO. 3  
TO  
CAPITAL REGIONAL DISTRICT  
SOLID WASTE MANAGEMENT PLAN REVISION 2  
As Approved by Minister on 22 December 1995**

**SUBJECT: BUFFERING FOR HARTLAND SITE**

TYPE OF AMENDMENT: Service

**PURPOSE:**

The purpose of these amendments are to:

1. define the legal property boundaries of Hartland landfill following the signing of a land exchange agreement dated 29 October 2003 between the Capital Regional District and the Corporation of the District of Saanich;
2. provide for the establishment of a buffer strip around the Hartland site of a minimum 50 metres between the discharged solid waste and the property *or buffer strip* boundary; and
3. provide additional vegetative screening and berms and retain existing vegetation around the northern part of the site, as outlined below; and
4. add the new legal description for the Hartland site and buffer area.

**AMENDMENT:**

- 1.0 After the last paragraph under Section 8.1 of the Solid Waste Management Plan add:

**8.1 Hartland Landfill Properties – Legal Descriptions**

1. Lot 1, Sections 54, 55 and 65, Highland District, Plan VIP64898
2. Lot A, Section 54, Highland District and Section 126, Lake District, Plan VIP64601
3. Lot A, Section 128, Lake District, Plan VIP65120
4. That part of Section 129, Lake District, shown outlined in red on Plan deposited under DD 31712I
5. That part of Section 130, Lake District, shown outlined in red on Plan deposited under DD 31712I
6. The Westerly 380 feet 5 inches of the East ½ of Section 131, Lake District
7. The West ½ of Section 131, Lake District, Except Parcel A (DD 197264I) thereof

Under an Agreement of Purchase and Sale – Land Exchange Agreement dated the 29<sup>th</sup> day of October, 2003, the CRD and the District of Saanich have agreed to exchange the easterly 341 metres more or less of Lot A, Section 54, Highland District and Section 126,

Lake District, Plan VIP64601 to the District of Saanich for the westerly 100 metres of The West ½ of the West ½ of Section 127, Lake District from the District of Saanich. The Completion Date for the exchange is November 30, 2004 pending which the CRD has a Licence of Occupation over the westerly 100 metres of The West 1/2 of the West 1/2 of Section 127, Lake District for environmental investigation and monitoring purposes.

2.0 After section 8.4.11 of the Solid Waste Management Plan add:

8.4.12 Buffer Strip Boundary (Appendix S)

"Buffer strip" means a strip of land around the perimeter of the landfill, to accommodate visual screening, of not less than 50 metres wide between the discharged solid waste and the property or *buffer strip* boundary.

*The buffer strip may be within the Hartland site or on adjacent lands if protected by means of a restrictive covenant, easement or statutory right of way.*

Existing vegetative material in the form of trees, brush and plants within the buffer strip will not be removed, except on existing BC Hydro right-of-way.

The CRD intends to establish a buffer strip, approximately as outlined on Drawing No. 24-W497-1 (Appendix S) within five (5) years of approval of this amendment.

8.4.13 Vegetative Screening (Appendix T)

a) New vegetative screening in the form of trees, brush or plants will be provided at the following locations within one (1) year of approval of this amendment and then maintained as shown on Drawing 24-W507-1 (Appendix T):

- north of the leachate lagoon, Item 1 on Drawing 24-W507-1
- at the northwest corner of the existing compost pad, Item 2 on Drawing 24-507-1
- at the entrance to the existing compost site, Item 3 on Drawing 24-W507-1

b) Retention of Existing Vegetation

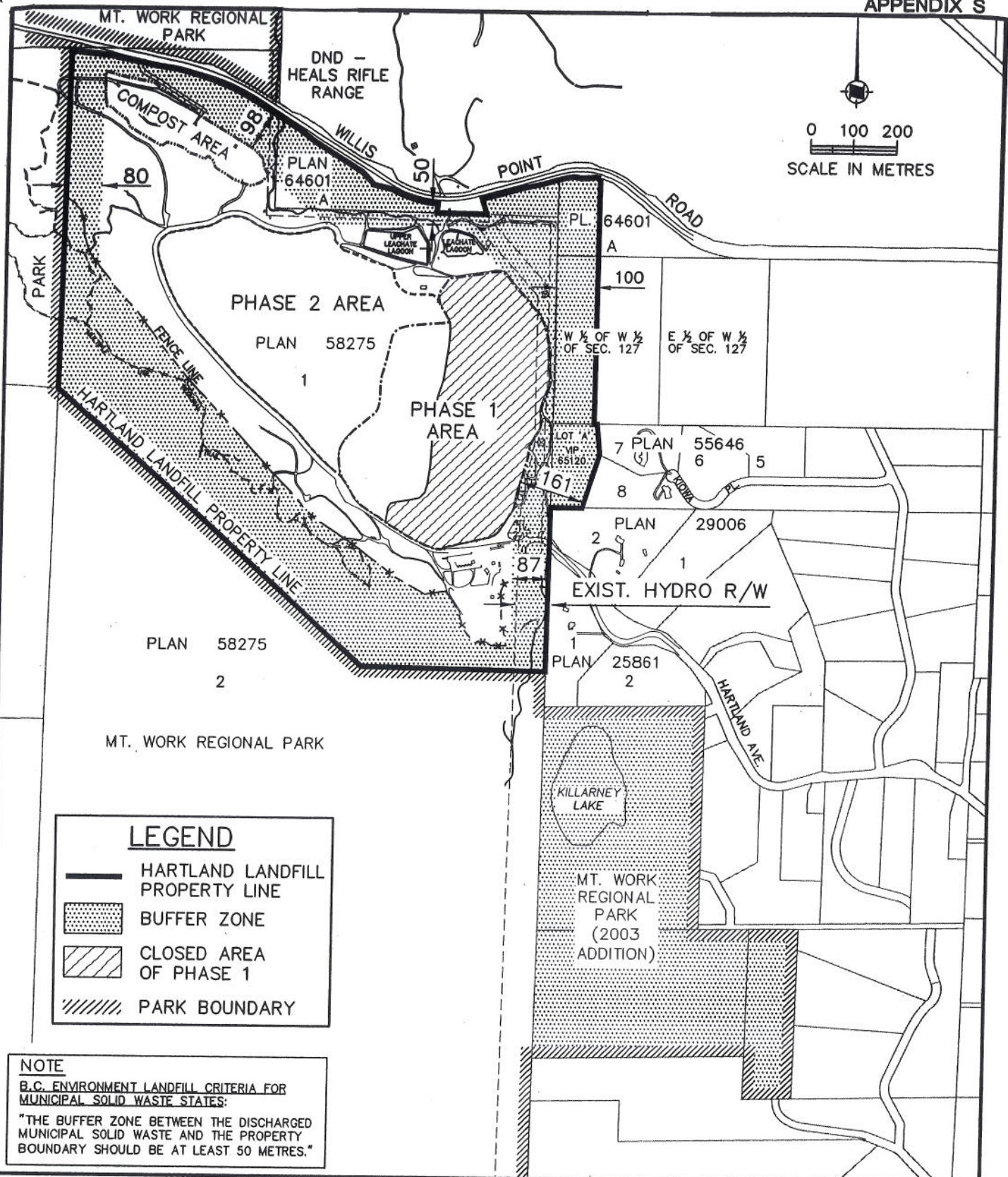
The existing trees and vegetation as shown as Item 4 on Drawing 24-W507-1 (Appendix T), shall be retained to maintain a visual buffer.

8.4.14 The CRD intends to extend the existing Memorandum of Understanding (MOU), dated 01 March 1999, between Environmental Services and CRD Parks related to the use of existing trails, which are currently located within the boundaries of the Hartland site to 2020 AD. A further review of the MOU shall take place at that time.





**AMENDMENT NO. 3 APPROVALS:**

Capital Regional District Board Approval \_\_\_\_\_ day of \_\_\_\_\_ 2004

Ministry of Water, Land and Air Protection Approval \_\_\_\_\_ day of \_\_\_\_\_ 2004



**LEGEND**

-  HARTLAND LANDFILL PROPERTY LINE
-  BUFFER ZONE
-  CLOSED AREA OF PHASE 1
-  PARK BOUNDARY

**NOTE**

B.C. ENVIRONMENT LANDFILL CRITERIA FOR MUNICIPAL SOLID WASTE STATES:  
 "THE BUFFER ZONE BETWEEN THE DISCHARGED MUNICIPAL SOLID WASTE AND THE PROPERTY BOUNDARY SHOULD BE AT LEAST 50 METRES."

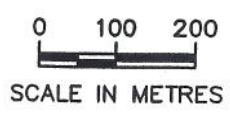
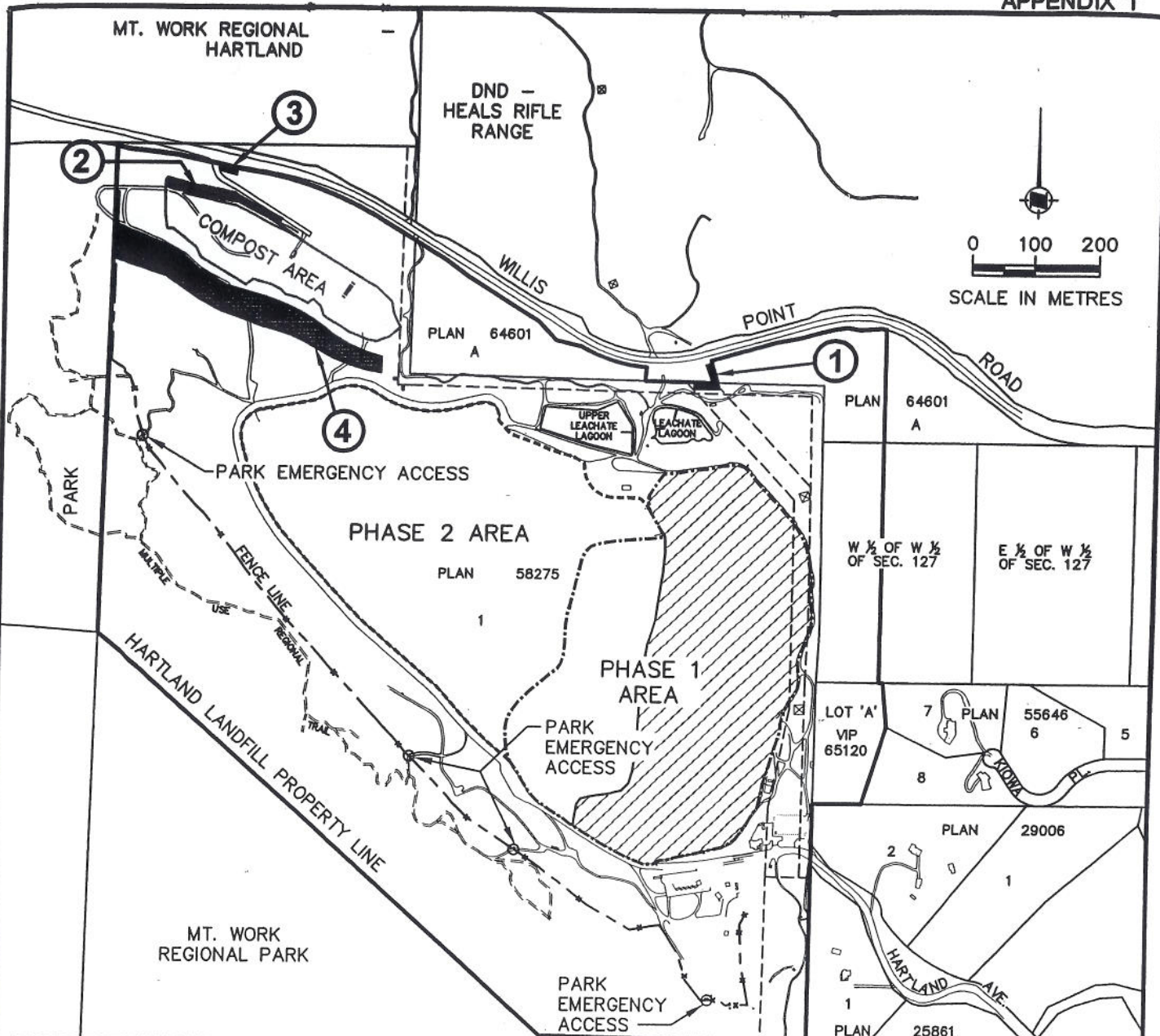


**CAPITAL REGIONAL DISTRICT**

HARTLAND LANDFILL

BUFFER STRIP BOUNDARY

DESIGNED C.R.	DRAWN L.N.	CHECKED	APPROVED <i>[Signature]</i>	DATE 27/04/04	SCALE AS SHOWN	DWG. NO. 24-W497-1	REV. 6	SHT 1 OF 1
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**LEGEND**

- SCREENING
- ①** NORTH OF LEACHATE LAGOON  
- EARTH BERM AND VEGETATIVE PLANTING
- ②** NORTHWEST CORNER OF EXISTING COMPOST PAD  
- EARTH BERM AND VEGETATIVE PLANTING
- ③** ENTRANCE TO EXISTING COMPOST SITE  
- VEGETATIVE PLANTING
- ④** SOUTH EDGE OF EXISTING COMPOST PAD  
- TREED PROTECTED AREA (50m X 500m X 30m)



**CAPITAL REGIONAL DISTRICT**  
**HARTLAND LANDFILL**  
**VEGETATIVE SCREENING PLAN**

DESIGNED C.R.	DRAWN L.N.	CHECKED	APPROVED <i>[Signature]</i>	DATE 27/04/04	SCALE AS SHOWN	DWG. NO. 24-W507-1	REV. 4	SHT 1	OF 1
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(05 May 2004)

**AMENDMENT NO. 4  
TO  
CAPITAL REGIONAL DISTRICT  
SOLID WASTE MANAGEMENT PLAN REVISION 2  
As Approved by Minister on 22 December 1995**

**SUBJECT: PUBLIC REVIEW PROCESS FOR AMENDMENTS TO THE  
SOLID WASTE MANAGEMENT PLAN**

TYPE OF AMENDMENT: Administrative

**PURPOSE:**

The purpose of this amendment is to define the level of public involvement process (PIP) the Capital Regional District (CRD) will implement to address solid waste management issues. Determining the appropriate level of involvement is based on the anticipated level of impact on the public of a particular issue or program. As the potential for impact increases, the need to proactively engage the public in the decision-making process also increases. With increasing public involvement, the level of commitment (time and financial resources) required by the CRD also increases. The CRD commits to listen to concerns expressed by the public regarding solid waste programs, regardless of the planned level of PIP.

**AMENDMENT:**

1.0 Add a new section 16.0 to the Solid Waste Management Plan as follows:

**16.0 PUBLIC REVIEW PROCESS**

- 16.1 Any or all of the tools outlined in Appendix U will be used to inform, involve or consult with stakeholders in accordance with the type of impact.
- 16.2 The CRD commits to **inform** stakeholders, as outlined in Appendix U.
- 16.3 The CRD commits to **involve** stakeholders, as outlined in Appendix U, on Solid Waste Management Plan (SWMP) amendments that have a localized impact.
- 16.4 The CRD commits to **consult** with stakeholders, as outlined in Appendix U, on SWMP amendments that have a regional impact or significant new uses, and on all major SWMP amendments.
- 16.5 *Saanich council may request that the CRD raise the level of public involvement to a higher level as the situation warrants.*

2.0 *Delete from the SWMP all references to commercial quarrying with off-site sales as outlined in Appendix 1 attached.*

**AMENDMENT NO. 4 APPROVALS:**

Capital Regional District Board Approval \_\_\_\_\_ day of \_\_\_\_\_ 2004

Ministry of Water, Land and Air Protection Approval \_\_\_\_\_ day of \_\_\_\_\_ 2004

INFORM → INVOLVE → INCREASING INVOLVEMENT → INCREASING COMMITMENT

**INFORM**

**INCREASING IMPACT**  
 Inform means to provide the rationale for the CRD's actions, policies or operations when they affect stakeholders, and provide opportunity for stakeholder feedback. <sup>(1)</sup>

Hartland Operations – General Impact  
**EXAMPLES \***

- leachate recirculation
  - landfill gas utilization
  - biosolids pilot project
  - aggregate stockpiling at Willis Point site
- Stakeholders/Tools:
- SWAC
  - Environment committee
  - CRD Board
  - all information is available to public (staff reports, Web site, reports in local media)
- Costs: \$5,000 - \$10,000 \*\*

Hartland Operations – User Impact  
**EXAMPLES \***

- relocation of composting facility access
  - change of operational procedures (e.g., boot and vest policy, \$2 user fee charge at recycling facility)
- Stakeholders/Tools:
- all of the above, plus
  - Hartland users (newspaper ads, flyers at landfill, CRD Web site)
  - Saanich staff and council
  - Hartland neighbours (via Hartland Happenings, Hartland Update)
- Costs: \$5,000 - \$10,000 \*\*

Hartland Operations – Emergencies  
**EXAMPLES \***

- Hartland landfill leachate pipeline leak
- Stakeholders/Tools:
- landfill and pipeline neighbours
  - follow emergency response plans (which include emergency response procedures and communication protocols)
- Costs: \$10,000 - \$70,000 \*\*

\* Examples only. Issues which initially are raised in the Inform category are not restricted from being moved to a higher degree of involvement. <sup>(1)</sup>  
 \*\* 2002 dollars – cost per issue

**INVOLVE**

**INCREASING INVOLVEMENT**  
 Involve means keeping stakeholders informed and soliciting feedback via the usual channels of communication (calls, meetings, e-mails, letters) for review prior to making final recommendation. Typically, this is a one-time or short-term effort (months).

SWMP Amendment – Localized Impact  
**EXAMPLES \***

- buffering at Hartland
- Stakeholders/Tools:
- Saanich staff and council
  - Hartland landfill neighbours (will be informed and asked for feedback via Hartland Happenings, Hartland Update, direct mailout questionnaires, if required)
  - SWAC
  - Environment committee
  - CRD Board
- Costs: \$10,000 - \$20,000 \*\*

**INCREASING COMMITMENT**

**INCREASING COMMITMENT**  
 Consult means consulting all stakeholders throughout the process and considering public issues and concerns in final decision. Typically, this involves numerous exchanges of information over an extended period of time (years).

SWMP Amendment – Regional Impact of Significant New Uses  
**EXAMPLES \***

- Salt Spring Island Transfer Station Regulation Bylaw
  - possible incorporation of Highwest Recycling Ltd. facility
  - composting bylaw
  - use of Willis Point site for in-vessel composting
  - ~~commercial-quarrying-with-off-site-rock-removal at Hartland~~
- Stakeholders/Tools:
- SWAC, other standing advisory committee and/or ad hoc committee
  - public consultation, including meetings, open houses, mailouts, newspaper ads, Web site, Hotline
  - municipal staff and council and other government agencies where appropriate
  - Environment committee
  - CRD Board
- Costs: \$50,000 - \$100,000 \*\*

Major SWMP Amendment  
**EXAMPLES \***

- opening of a new site
  - expanding existing site
  - significant change in filling footprint
- Stakeholders/Tools:
- SWAC and/or other advisory committees
  - public and technical advisory committees
  - public review at three different stages of the amendment process – opportunities for input will be provided via open houses, meetings, mailouts, newspaper ads, Web site, Hotline
  - municipal staff and council
  - Environment committee
  - CRD Board
  - approval by minister
- Costs: up to \$250,000 \*\*

<sup>(1)</sup> Approved at the 12 February 2004 Solid Waste Advisory committee meeting.



**CAPITAL REGIONAL DISTRICT  
SOLID WASTE MANAGEMENT PLAN**

**REMOVAL OF REFERENCES REGARDING  
COMMERCIAL QUARRYING AND OFF-SITE SALES**

1. Delete Section 8.4.9, Hartland Landfill Quarry Development
2. Delete bullet 10 of Section 8.4.11, Development Plan – Site Utilization, which reads:  
“Rock quarrying processing plant and sales facilities”  
and replace with:  
“On-site rock quarrying and processing for on-site use.”
3. Delete Section 8.4.9, Hartland Landfill Quarry Development Plan – Outline
4. Delete reference to commercial quarrying with off-site rock removal at Hartland from Appendix U, Public Involvement Process

(05 May 2004)

**AMENDMENT NO. 5  
TO  
CAPITAL REGIONAL DISTRICT  
SOLID WASTE MANAGEMENT PLAN REVISION 2  
As Approved by Minister on 22 December 1995**

**SUBJECT: CONFLICT RESOLUTION MECHANISM FOR THE HARTLAND SITE**

TYPE OF AMENDMENT: Administrative

**PURPOSE:**

The purpose of this amendment is to establish procedures that will be used to resolve conflicts at the Hartland site.

**AMENDMENT:**

The CRD has included and, where the CRD considers it appropriate, will continue to include appeal mechanisms in regulatory bylaws from decisions made by CRD officials pursuant to the bylaw. These appeals will include, at a minimum, appeals required under Section 24.4 of the *Waste Management Act* and may be expanded to include other decisions and actions made pursuant to the regulatory authority of the bylaw.

1.0 Add a new section 8.6 to the Solid Waste Management Plan as follows:

**8.6 Conflict Resolution Mechanism**

The conflict resolution provided for in the Solid Waste Management Plan is intended to apply to matters for which an appeal is not found in a regional district bylaw.

**8.6.1 Operational Conflicts**

- a) Subject to 8.6.2 a), a person affected by any activity or event at the Hartland site may appeal to the Solid Waste manager, in writing, setting out the reason for the appeal and attaching any relevant documents.
- b) The written notice of appeal under paragraph a) must be delivered to the Solid Waste manager.
- c) The matter will be reviewed by the Solid Waste manager and, after consideration, the Solid Waste manager may:
  - i) for all day-to-day operational issues, confirm, reverse or vary the activity or event;
  - ii) for matters arising from the nature of materials received at the landfill, consult with the originator/generator and transporter of the materials and attempt to resolve the conflict; or
  - iii) for all other issues, attempt to resolve the concern, which may have to be referred to the general manager of Environmental Services.

- d) If the appellant in paragraph 8.6.1 a) notifies the Solid Waste manager, in writing, that he or she is not satisfied with the response of the Solid Waste manager in relation to the appeal he or she has made under paragraph 8.6.1 a), the Solid Waste manager will refer the matter to the general manager of Environmental Services for a response.
- e) If the appellant notifies the general manager of Environmental Services, in writing, that he or she is not satisfied with the response of the general manager, then the matter will be referred to the Environment committee for review and direction.

**8.6.2 Department, Corporate and Board Policy Conflicts**

- a) A person affected by any activity or event at the Hartland site, resulting from a departmental, corporate or Board policy, may appeal to the Solid Waste manager, in writing, setting out the reason for the appeal and attaching any relevant documents.
- b) The written notice of appeal under paragraph a) must be delivered to the Solid Waste manager.
- c) The Solid Waste manager will refer policy conflicts to the general manager of Environmental Services.
- d) If the appellant in paragraph 8.2.6 a) notifies the general manager of Environmental Services, in writing, that he or she is not satisfied with the response of the general manager of Environmental Services in relation to the appeal he or she has made under paragraph 2 a), then the matter will be referred to the Environment committee for review and direction.

**8.6.3 Notification**

- a) The Solid Waste manager will notify the appellant referred to in paragraph 8.6.1 a) of his or her response in relation to the appeal referred to in paragraph 8.6.1 a) and, if a decision is made, the reasons for the decision.
- b) The Solid Waste manager will notify the appellant referred to in paragraph 8.2.6 a) of the response of the general manager of Environmental Services or, if applicable, the Environment committee in relation to the appeal referred to in paragraph 8.2.6 a) and, if a decision is made, the reasons for the decision.

**AMENDMENT NO. 5 APPROVALS:**

Capital Regional District Board Approval \_\_\_\_\_ day of \_\_\_\_\_ 2004

Ministry of Water, Land and Air Protection Approval \_\_\_\_\_ day of \_\_\_\_\_ 2004