



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, May 27, 2020

1:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

Special Meeting

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. REPORT OF THE CHAIR

4. PRESENTATIONS/DELEGATIONS

5. CONSENT AGENDA

5.1. [20-272](#) Appointment of Watershed Security Officers

Recommendation: The Regional Water Supply Commission recommends to the Capital Regional District Board:
To appoint Patrick McCoubrey and Devon Barnes as Watershed Security Officers; and that Don Herriott (retired) be removed from appointment; for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681.
(NWA)

Attachments: [Staff Report: Appointment of Watershed Security Officers](#)

5.2. [20-300](#) Staff Report: Sooke Lake Reservoir - Intake Tower Screen Replacement and Financial Plan Amendment

Recommendation: The Regional Water Supply Commission recommends to the Capital Regional District Board:
That the 2020 - 2021 Regional Water Supply Service Financial Plan be amended as follows:
NOTE Please refer to the recommendation in the staff report for the table of proposed budget amendments, referenced in Item 2 of the staff report recommendation.
(NWA)

Attachments: [Staff Report: Sooke Lake Reservoir - Intake Tower Screen Replacement and Fi](#)

6. SPECIAL MEETING MATTERS

- 6.1. [20-226](#) Regional Parks - 2020 to 2021 Land Acquisition Strategy Criteria
- Recommendation:** That the 2018 to 2019 Regional Parks Land Acquisition Criteria be approved as the acquisition criteria for the Regional Parks Land Acquisition Strategy 2020 to 2021.
(WA)
- Attachments:** [Staff Report: RP – 2020-2021 Land Acquisition Strategy Criteria](#)
 [Appendix A: 2018 to 2019 Regional Parks Land Acquisition Criteria](#)
 [Letter from Mayor Screech, View Royal, re CRD LAF](#)
 [Letter from Deputy Corporate Officer, Langford, re CRD Parks LAF](#)
- 6.2. [20-317](#) Regional Parks - Management Planning Priorities
- Recommendation:** That staff proceed with management plans for Mount Work, East Sooke and Matheson Lake/Roche Cove regional parks.
(WA)
- Attachments:** [Staff Report: Regional Parks – Management Planning Priorities](#)
 [Appendix A: Evaluation Criteria](#)
 [Appendix B: Priority List of Regional Parks and Trails for Mgmt Planning](#)
- 6.3. [20-314](#) Environmental Resource Management - 2019 Progress Report
- Recommendation:** The Environmental Resource Management 2019 Progress Report is received for information.
(NWA)
- Attachments:** [Staff Report: Environmental Resource Management - 2019 Progress Report](#)
 [Appendix A: ERM - 2019 Progress Report](#)
- 6.4. [20-237](#) Response to Notice of Motion: Mountain Biking Advisory Committee -
 Terms of Reference
- Recommendation:** That the Terms of Reference for an advisory committee to inform the development of Mountain Biking Guidelines for CRD Regional Parks be approved.
(NWA)
- Attachments:** [Staff Report: Mountain Biking Advisory Committee](#)
 [Appendix A: Terms of Reference](#)
- 6.5. [20-319](#) AGM Deferral Resolution (verbal update)
- Recommendation:** 1. That the Skana Water Service Committee and Surfside Park Estates Water Service Committee AGMs are hereby deferred for the period of the Provincial State of Emergency;
2. That the financial reports usually presented at the AGM be posted online and rate payers notified; and
3. That the terms of local service committee members set to expire on June 30, 2020 are hereby extended a maximum of six months.
(NWA)

7. MOTION WITH NOTICE

7.1. [20-315](#) Advocacy for Job Creation on Non-Market Housing, Public Transit and Clean Jobs (Director Isitt)

Recommendation: That the Board request that the Chair write, on behalf of the Board, to the Prime Minister of Canada and the Premier of British Columbia, requesting that these governments focus Covid-19 economic recovery investments on job creation through: (1) Expansion of non-market housing with social care; (2) Public transit, including local, inter-city and national bus and rail networks; and (3) Clean Jobs, including the renewable energy sector and the clean technology sector.
(NWA)

8. MOTION TO CLOSE THE MEETING

8.1. [20-322](#) Motion to Close the Meeting

Recommendation:

1. That the meeting be closed for Land Acquisition under s. 90 (1)(e) of the Community Charter; and
2. That such disclosure could reasonably be expected to harm the interests of the Regional District [3 items].
3. That the meeting be closed for Labour Relations under s. 90 (1)(c) of the Community Charter [1 item].

(NWA)

9. RISE AND REPORT

10. ADJOURNMENT

Voting Key:

NWA - Non-weighted vote of all Directors

NWP - Non-weighted vote of participants (as listed)

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)



**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, MAY 20, 2020**

SUBJECT **Appointment of Watershed Security Officers**

ISSUE SUMMARY

To appoint additional Watershed Security Officers with authority to enforce Bylaw No. 2804, Capital Regional District (CRD) Water Supply Area Regulations and Bylaw No. 3682, CRD Parks Regulations.

BACKGROUND

Appointment of Watershed Security Officers

Bylaw No. 2804, CRD Water Supply Area Regulations provides authority to authorized personnel to enforce the bylaw. Authorized personnel are defined as “peace officer, conservation officer, or person appointed or employed by the CRD as a park officer, animal control officer, bylaw enforcement officer, *watershed security officer*, or other authorized CRD employee”.

Watershed Security Officers were last appointed in 2017 and staffing changes require an update to those appointed. CRD staff appointed as Watershed Security Officers have received bylaw training and have experience with bylaw compliance and enforcement for the Greater Victoria Water Supply Area (GVWSA). Watershed Security Officers supplement the existing service of CRD Bylaw Enforcement Officers who will continue to provide advice, additional coverage, and assistance with serious and complex incidents in the GVWSA.

The CRD Parks Regulation was amended in June 2017 to include Watershed Security Officers to provide authority to enforce park regulations along the Sooke Hills Wilderness Trail (portion of the Great Trail) through and near the GVWSA. Parks Officers were already designated with authority to enforce the Water Supply Area Regulation.

Both CRD Regional Parks and Watershed Protection have the ability to provide compliance and enforcement regardless whether an infraction occurs within or outside of the trail corridor. Regional Parks and Watershed Protection staff work to provide a consistent approach with the public in providing compliance and enforcement along the trail.

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, the Regional Board must make resolutions for appointment to the office of Watershed Security Officer.

ALTERNATIVES

Alternative 1

That the Regional Water Supply Commission recommends to the Capital Regional District Board to:

Appoint Patrick McCoubrey and Devon Barnes as Watershed Security Officers; and that Don Herriott (retired) be removed from appointment; for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act*, and in accordance with Capital Regional District Bylaw No. 2681.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Social Implications

The ability to enforce the Water Supply Area Regulation is important in maintaining compliance and society's expectation for a closed watershed for drinking water. The Sooke Hills Wilderness Trail and the increased residential growth in the Langford and Goldstream areas are creating increasing pressure as more members of the public look for new and interesting areas for recreation nearby. Existing security infrastructure (gates and fences) provides a visual barrier and a barrier to vehicles and motorcycles, but cannot keep out pedestrians and cyclists without presence and enforcement.

Financial Implications

There are no financial implications.

Service Delivery and Regional Water Supply Strategic Plan Implications

The appointment of Watershed Security Officers assists CRD staff in delivering on compliance and enforcement of the Water Supply Area Regulation to protect drinking water for Greater Victoria for the long term.

CONCLUSION

In order to enforce the CRD Water Supply Area Regulation that protects the Greater Victoria Water Supply Area for drinking water production, it is recommended that the CRD Board make resolutions for appointment to the office of Watershed Security Officer.

RECOMMENDATION

That the Regional Water Supply Commission recommends to the Capital Regional District Board to:

Appoint Patrick McCoubrey and Devon Barnes as Watershed Security Officers; and that Don Herriott (retired) be removed from appointment; for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and *in accordance* with Capital Regional District Bylaw No. 2681.

Submitted by:	Annette Constabel, M.Sc., R.P.F., P.M.P., Senior Manager, Watershed Protection
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, M.C.I.P., R.P.P., Chief Administrative Officer

**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, MAY 20, 2020**

SUBJECT **Sooke Lake Reservoir - Intake Tower Screen Replacement and Financial Plan Amendment**

ISSUE SUMMARY

The raw water screen inside the intake tower at Sooke Lake Reservoir has failed and Capital Regional District (CRD) staff will need to operate this intake without any screening for a number of months before replacement can be made.

BACKGROUND

As raw water from Sooke Lake Reservoir enters the intake tower, it passes through a travelling screen. Unfortunately, the screen has recently failed. As a result, staff now need to immediately finalize the design for the screen replacement, proceed with procurement of the new screening equipment, and plan for installation as outlined below. This work is estimated at \$1.8 million. This work was not budgeted in the current capital plan and will require a budget amendment with the funding drawn from the 2020 capital reserve contribution, along with additional budget amendments.

Travelling Screen – Function and Operation

The travelling screen in the Sooke Lake Reservoir intake tower screens out organic and inorganic particles larger than the 0.5 millimeter (mm) openings in the mesh screen. The screen is intended to provide an operational benefit by reducing particle sedimentation in the transmission and distribution systems.

The recent failure of some of the screen drive/mechanical components has resulted in the screen being irreparable. There is no redundant screening equipment, so the raw water is currently entering the system unscreened as the damaged screen components had to be removed from the tower. However, even without the failure, the CRD has operated and would continue to operate on occasion without the screen, albeit for a relatively short period, while routine maintenance and inspections are conducted in the intake tower. During this work, an unscreened intake bypass is used, but this bypass only has sufficient capacity to meet winter demand requirements. In order to meet summer demand requirements, the intake tower must be in service.

Island Health is aware of this situation and the plan to replace the screening equipment (see below). There are no concerns regarding the impact on the potability of the drinking water supplied to Greater Victoria. However, there may be localized operational impacts such as a need to increase the maintenance frequency of in-stream strainers/screens in the municipal distribution systems, particularly if the reservoir experiences higher algal activity in the spring/summer months. Staff are monitoring raw water turbidity levels on a daily basis. The municipal water distributors have been advised of the issue. CRD staff are also in direct contact with the Victoria General and Royal Jubilee Hospital Operations staff who are monitoring the hospital water

filtration systems and reporting any anomalous findings to the CRD – to date there have been no negative impacts on the hospital water systems.

The last major maintenance tasks on the screen, including replacement of the main drive sprocket and drive chains, were completed in 2014 and 2015, at which time it was anticipated that the screen would continue to perform adequately for up to ten years, but eventually, a full replacement would be necessary given the age of other components. CRD staff began the process of assessing the condition of the screen system with the assistance of Stantec in 2017, which led to the \$2.5 million project recently completed. This project included removal of the intake tower concrete roof and the installation of a gantry crane above the 21 metre tall screen assembly so that it can be removed/replaced section by section, full electrical upgrade for the screen and intake gate power/controls and provision for portable generator connection, concrete and steel structural work to the intake tower drywell, and safety anchor points for crews working inside the intake tower.

Screen Replacement Project Plan

When the screen initially failed, working with Stantec Consulting Ltd., CRD staff evaluated the options of repairing/rebuilding the failed screen components and completely replacing the screen assembly, including the motor, drivetrain, screen panels, and spray wash pump. The complete replacement option estimate resulted in approximately 30% higher equipment costs as compared to repairing the screen and will provide a service life of approximately 30 years. Installation costs are estimated to be approximately the same for both options. The total recommended budget for the project is \$1.8 million.

The project schedule is as follows:

1. May 2020: Capital budget amendment
2. June – October 2020: Procure screen equipment (six week shop drawing review and approval and 14 week equipment delivery)
3. November 2020: Screen installation (four week installation and commissioning)

CRD staff have begun advancing the project and finalizing equipment specifications so that the new screen equipment can be procured as soon as the budget is approved.

Additional Financial (Capital) Plan Amendments

The approved 2020 - 2024 Regional Water Supply Capital Plan included over 100 projects, many of which were planned or were instream for the 2020 budget year. The 2020 capital plan budget was \$19.691 million in total. Along with amending the financial plan for the screen replacement project, staff are recommending additional financial plan amendments for the 2020 – 2021 budgets to assist with financing the screen replacement project, reflect updated project scheduling, and accommodate project delivery capacity resulting from unplanned work. The recommended amendments are summarized in Alternative 1 below.

ALTERNATIVES

Alternative 1

1. The Regional Water Supply Commission recommends that the Sooke Lake Reservoir Intake Tower Screen Replacement Project proceed as planned; and,
2. That the Regional Water Supply Commission recommends to the Capital Regional District Board, that the 2020 - 2021 Regional Water Supply Service Financial Plan be amended as follows:

Project	Current 2020 Budget	Current 2021 Budget	Amended 2020 Budget	Amended 2021 Budget
SLR Intake Screen Replacement	0	0	\$1.8M	0
RWS Strategic Plan Development	\$0.5M	0	\$0.1M	\$0.4M
St Giles & Cecelia Meter Replacement	\$1.0M	0	0	\$1.0M
Butchart Dam No.5 Remediation	\$3.2M	0	\$0.3M	\$2.9M
Sooke Lake Dam Instrumentation	\$0.75M	\$0.2M	\$0.2M	\$0.75M
Charters Dam Decommissioning	\$0.9M	\$0.9M	\$0.15M	\$1.65M
Total	\$6.35M	\$1.10M	\$2.55M	\$6.70M

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The screen replacement project can be funded from capital funds on hand, which are primarily funds transferred to capital reserves in 2020. This can be done without impacting the priority projects that are planned for completion this year. This is partly due to the fact that some projects are being delayed or deferred for a variety of reasons, which reduces the capital 'cash flow' requirements this year. It is proposed to amend the financial plan to reflect these changes.

CONCLUSION

The Sooke Lake Reservoir intake tower travelling screen has recently failed. As a result, staff will now need to immediately finalize the design for the screen replacement, proceed with procurement of the new screening equipment, and plan for installation. This work is estimated at

\$1.8 million and will require a budget amendment with the funding drawn from the 2020 capital reserve contribution, along with additional budget amendments.

RECOMMENDATION

1. The Regional Water Supply Commission recommends that the Sooke Lake Reservoir Intake Tower Screen Replacement Project proceed as planned; and,
2. That the Regional Water Supply Commission recommends to the Capital Regional District Board, that the 2020 - 2021 Regional Water Supply Service Financial Plan be amended as follows:

Project	Current 2020 Budget	Current 2021 Budget	Amended 2020 Budget	Amended 2021 Budget
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Butchart Dam No.5 Remediation	\$3.2M	0	\$0.3M	\$2.9M
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Charters Dam Decommissioning	\$0.9M	\$0.9M	\$0.15M	\$1.65M
Total	\$6.35M	\$1.10M	\$2.55M	\$6.70M

Submitted by:	Ian Jesney, P.Eng., Senior Manager, Infrastructure Engineering
Submitted by:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Nelson Chan, M.B.A., C.P.A., C.M.A., Chief Financial Officer
Concurrence:	Robert Lapham, M.C.I.P., R.P.P., Chief Administrative Officer



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**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, MAY 13, 2020**

SUBJECT **Regional Parks – 2020 to 2021 Land Acquisition Strategy Criteria**

ISSUE SUMMARY

Criteria to guide land acquisitions for regional parks and regional trails through the Land Acquisition Fund is required for the Regional Parks Land Acquisition Strategy 2020 to 2021.

BACKGROUND

Since 2000, the Capital Regional District (CRD) has acquired land through the Regional Parks Land Acquisition Fund (LAF). The acquisition of land has been guided by Board-approved land acquisition strategies in 2000, 2006, 2015 and 2018. The strategies defined the principles that guide land acquisition, and the criteria and process for acquisition of new lands. The strategy guides the acquisition of land so that available land acquisition funds are expended effectively and the most important parcels of land are acquired to achieve the proposed regional parks and trails system.

An updated land acquisition strategy is needed, as the 2018 to 2019 Land Acquisition Strategy (LAS) has expired. As the new Strategy will have updated information related to the status of specific properties, their availability for purchase, and valuations in consideration of available funds, this information will be presented at a closed meeting.

Land acquisition criteria is also an important component of the LAS and is intended to guide and assist staff in assessing the merit of acquisition of individual parcels. The 2018 to 2019 Regional Parks Land Acquisition Criteria (the Criteria) is attached as Appendix A. The Criteria is organized around three categories: environmental; outdoor experiences and activities; and management and planning. During property assessment, some of the key criteria used are:

- the naturalness of an area, including connecting to natural environments and protected areas
- the role of the property in addressing climate change mitigation and adaptation
- the significance of an area for outdoor activities and visitor experiences
- the contribution the area makes to the regional growth strategy
- rationalizing existing park boundaries

ALTERNATIVES

Alternative 1

That the 2018 to 2019 Regional Parks Land Acquisition Criteria be approved as the acquisition criteria for the Regional Parks Land Acquisition Strategy 2020 to 2021.

Alternative 2

That the Criteria be referred back to staff with direction.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The Board-approved 2012-2021 Regional Parks Strategic Plan guides the future acquisition of land for regional parks and trails and describes the proposed system. Land acquisition strategies must align with the Regional Parks Strategic Plan. As the Regional Parks Strategic Plan is due for an update for 2022, and may include new direction for land acquisition, no additions or significant changes have been proposed to the 2020 to 2021 Land Acquisition Strategy (except where needed to provide updated information and maps). Updating the Regional Parks Strategic Plan would include a public consultation component.

Social Implications

In 2018, the CRD Board directed staff to undertake an online public opinion survey to obtain information on the public's views regarding whether to renew the LAF beyond 2019. A survey was made available to the public for 14 weeks in the summer/fall of 2018. A key highlight was that 89% of participants were in favour of extending the Regional Parks LAF for another 10 years. In 2019, the CRD Board renewed the fund for an additional 10-year period. In addition, the following three actions were ranked as priorities for regional parks and trails over the next 5 years: 1) acquire more land; 2) protect natural environments and species; and 3) restore and conserve natural environments and species.

Environmental and Climate Implications

The concept of regional park significance plays a fundamental role in acquiring land for regional parks and identifying an area as having regional park potential. Regionally significant areas for regional park purposes are natural areas that represent examples of the diverse geography and environments in the context of the entire region. These areas also provide opportunities for residents to connect with nature and they will attract people from throughout the region. For an area to be recommended for acquisition, it must be considered to have regional park significance in the environmental category. An exception to this may be made where an acquisition serves important operational or land management needs.

CONCLUSION

Board-approved Land Acquisition Strategies define the principles and criteria that guide land acquisition through the LAF, the process for acquiring land, and set acquisition priorities. The 2018 to 2019 Land Acquisition Strategy has expired. No additions or significant changes are envisioned for the next strategy except where needed to provide updated information and maps. No changes have been proposed to the 2018 to 2019 Land Acquisition Criteria. Staff recommend that the criteria be incorporated as is into the 2020 to 2021 Land Acquisition Strategy.

RECOMMENDATION

That the 2018 to 2019 Regional Parks Land Acquisition Criteria be approved as the acquisition criteria for the Regional Parks Land Acquisition Strategy 2020 to 2021.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2018 to 2019 Regional Parks Land Acquisition Criteria

2018 to 2019 REGIONAL PARKS LAND ACQUISITION CRITERIA

INTRODUCTION

The purpose of this Appendix is to provide criteria¹ that will:

- guide and assist Regional Parks in assessing the acquisition of individual parcels based on the acquisition priorities identified in the Regional Parks Land Acquisition Strategy; and
- be the basis for making recommendations to the CRD Board about the exact area of a legally described parcel that should be acquired.

Regional Park Significance

The concept of regional park significance plays a fundamental role in acquiring land for regional parks and identifying an area as having regional park potential. Regionally significant areas for regional park purposes are natural areas that represent examples of the diverse geography and environments in the context of the entire region. These areas also provide opportunities for residents to connect with nature and they will attract people from throughout the region.

LAND ACQUISITION CRITERIA

Regional Parks

The regional park land acquisition criteria are organized around three categories: (1) environmental; (2) outdoor experiences and activities; and (3) management and planning.

For an area to be recommended for acquisition it must be considered to have regional park significance in the environmental category. An exception to this may be made where an acquisition serves important operational or land management needs. For example, an acquisition may provide a logical and more manageable park boundary, link properties or eliminate an operational problem such as poor access, thus reducing costs.

The criteria will be rated on a five-point scale: 1=Very Low, 2=Low, 3=Moderate, 4=High, 5=Very High. Regional Parks recognizes that the allocation of scores will be subjective but will be based on the best available information. A composite score will be produced for each category. These three scores will be added to provide an overall score for the area. A descriptive narrative will be substituted for numerical scores when assessing the criteria in the category management and planning.

¹ Criteria means a measure that will be used to judge what portion of a specific legal parcel of land will be acquired for a regional park or trail.

Environmental Criteria

1. Representativeness. How well does the proposed area represent the natural environment of the region and specific ecosystems elements as defined in the Regional Parks Strategic Plan?
2. Uniqueness. Is the natural environment of the area distinctive or unique compared with other areas in the capital region? Does the area contain features not already protected within other similar sites?
3. Connectivity. Does the area play an important role in connecting with natural environments and protected areas? Does the area serve to complete an established park? Is the area adjacent to existing protected lands?
4. Environmental Function. Does the area play an important role and function in the broader ecosystem (e.g., wildlife corridors, critical habitat, migration, watershed management, ground water recharge, and flood control and storm water prevention)?
5. Level of Fragmentation. Has disturbance caused this area to become fragmented from adjacent ecosystems?
6. Naturalness. Is there a low relative amount of human-caused disturbance to the natural environment? What type of natural disturbance has occurred and how long ago? How many introduced species are present? Are the introduced species dominating, out competing and/or displacing the native species? Is there potential for the ecosystem to recover through active or passive management?
7. Viability. Are there good long-term prospects for the continued existence of the area's natural features? Can the area be managed in such a way as to maintain ecosystem process?
8. Habitat Value. Are there important habitat values for native plants and animals?
9. Distinct Environmental Features. Does the area contain significant environmental features that illustrate specific land evolution processes or landforms?
10. Biological Diversity. Is there high biological diversity of the proposed area? Is there a high diversity of natural communities?
11. Species Conservation Value. Does the area contain rare, threatened or endangered plants, animals and ecosystems? Are there global, national, provincial, regional and local conservation values?
12. Climate Change. What role could the property have to address climate change mitigation and adaptation?

Connecting People with Nature – Outdoor Experiences and Activities Criteria

The regional park significance of an area for outdoor experiences and activities will be assessed by:

1. examining the attributes of an area that will attract residents of the region; and
2. the opportunities an area offers for outdoor activities. The assessment of an area will also identify environmental features that could limit outdoor activities. These limitations will be discussed as part of the assessment of outdoor activities for an area.

Area Attributes

1. Environmental Features. Do the natural features of the landscape provide regionally significant opportunities for outdoor experiences and activities? Do the features provide an opportunity for people to be close to nature?

2. Cultural/Historic Features. Are there regionally significant cultural and historic features relating to First Nations and European/pioneer settlement?
3. Uniqueness. Are there opportunities for distinctive outdoor experiences and activities?
4. Connectivity. Can the area connect with other outdoor recreational features, opportunities on adjacent lands or the regional trail system?
5. Viewing Opportunities. What are the opportunities for people to view the surrounding landscape, natural features and wildlife?

Outdoor Activity and Experience Opportunities

1. What outdoor activities and visitor experiences could be provided?
2. Accessibility. How accessible is the area in terms of distance from people in the capital region? What are the activity and experience opportunities for people with disabilities?
3. Opportunities for Environmental Interpretation. What are the opportunities for environmental interpretation?

Management and Planning Criteria

1. Municipal Planning. What is the Official Community Plan, Local Area Plan, zoning and Park and Recreation Plan designations for the area? How do these municipal land use planning tools relate to natural environment protection and park establishment?
2. Development Proposals. What kind of development is proposed for the area? How would it affect regional park values? Are any parts of the area proposed to be protected or designated as a park?
3. Regional Growth Strategy/Draft Regional Sustainability Strategy. How does the area relate to the Regional Growth Strategy and draft Regional Sustainability Strategy?
4. Federal, Provincial, Islands Trust and Municipal Park Planning and Conservation Initiatives. How does the area relate to park planning initiatives by federal, provincial, Islands Trust and municipal park planning and conservation initiatives? Are there any partnership opportunities?
5. Conservation Initiatives by National, Provincial and Local Conservation Groups. How does the area relate to conservation initiatives by national, provincial and local conservation groups? Are there any partnership opportunities?

LAND ACQUISITION CRITERIA

Regional Trails

An area under consideration for acquisition for a regional trail will be assessed on the following criteria:

1. Connectivity. Does the proposed area connect regional parks and other parks and public lands?
2. Visitor experience. What type of visitor trail experiences does the land provide?
3. Active transportation. How does the acquisition contribute to active transportation and regional trails as transportation corridors?
4. Linking with other trails. What are the trail links that this acquisition will address and provide?
5. Natural area corridors. How does this acquisition contribute to protecting and establishing a natural area corridor?

6. Connect natural areas. How does this acquisition contribute to connecting natural areas? What ecosystems and species would be protected by this acquisition?
7. Municipal Planning. What is the Official Community Plan, Local Area Plan, zoning and Park and Recreation Plan designations for the area?
8. Regional Growth Strategy/Draft Regional Sustainability Strategy. How does the area relate to the Regional Growth Strategy and draft Regional Sustainability Strategy?
9. Partnerships. Federal, Provincial, Islands Trust and Municipal Park Planning and Conservation Initiatives. How does the area relate to trail planning initiatives by federal, provincial, Islands Trust and municipal park planning and conservation initiatives? Are there any partnership opportunities?



TOWN OF VIEW ROYAL

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January 29, 2020

Capital Regional District Board
625 Fisgard Street
PO Box 1000
Victoria, BC V8W 2S6

Dear Chair Plant and Directors:

RE: Capital Regional District (CRD) Regional Parks Land Acquisition Fund

At View Royal's Council meeting on January 28, a discussion ensued regarding the Regional Parks Land Acquisition Fund and the proposed potential changes. The following motion was endorsed unanimously by our Council:

MOVED BY: Councillor Rogers

SECONDED: Councillor Lemon

WHEREAS the number one priority of CRD Parks is to protect the region's biodiversity;

WHEREAS the CRD Regional Parks Land Acquisition Fund has been a resounding success and protected over 4,200 hectares of land since its inception in the year 2000;

WHEREAS extensive public consultation was held in the past year regarding the continuance of the Fund in its present form;

THEREFORE, be it resolved that the Mayor and Council write to the CRD Board requesting that the vision, values and the principles of the Regional Parks Land Acquisition Fund be maintained;

AND FURTHER that no changes be considered without extensive consultation with the public and all partners.

CARRIED

View Royal is very concerned that changes are being considered to such a successful and important regional program. We ask that full consultation take place if any changes are to be considered or if any acquisitions are contemplated that do not meet the existing criteria.

Sincerely,

David Screech
Mayor

cc. All Capital Regional District Municipal Councils



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Celebrating Our 25th Anniversary!

2020/02/13

Capital Regional District Board
625 Fisgard Street
Victoria, BC V8W 2S6

Dear Chair Plant and Directors:

RE: Capital Regional District (CRD) Regional Parks Land Acquisition Fund

At the City of Langford's Regular Meeting of Council held on February 3, 2020, Council discussed the January 29, 2020 letter from View Royal Mayor David Screech regarding the Regional Parks and Land Acquisition Fund, and proposed changes. The City of Langford echoes View Royal's concerns about potential changes to the land acquisition strategy and land acquisition criteria, and supports View Royal's January 28, 2020 Council resolution:

WHEREAS the number one priority of CRD Parks is to protect the region's biodiversity;

WHEREAS the CRD Regional Parks Land Acquisition Fund has been a resounding success and protected over 4200 hectares of land since its inception in the year 2000;

WHEREAS extensive public consultation was held in the past year regarding the continuance of the Fund in its present form;

THEREFORE, be it resolved that the Mayor and Council write to the CRD Board requesting that the vision, values and principles of the Regional Parks Land Acquisition Fund be maintained;

AND FURTHER that no changes be considered without extensive consultation with the public and all partners.

Sincerely,

Adriana Proton
Deputy Corporate Officer

Cc: All Capital Regional District Municipal Councils



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REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, MAY 27, 2020

SUBJECT **Regional Parks – Management Planning Priorities**

ISSUE SUMMARY

To establish consistent evaluation criteria and process to prioritize regional parks and regional trails for management plan development, as well as provide recommendations for new management planning processes.

BACKGROUND

The Regional Parks Strategic Plan 2012-2021 states that “management plans provide strategies to protect the environment, and they define appropriate levels of activities.” Through management planning, the goals, objectives and policies for a park are set to guide ongoing development and management actions. Management planning processes are designed to engage First Nations and include public outreach and consultation.

The development of a park or trail management plan takes between one and three years, depending on the complexity of issues, degree of collaboration with First Nations and level of public engagement. In rare cases, planning processes may extend five to ten years due to complexity or unforeseen issues. Typically, after 15 years, or if significant changes are required, management plans should be updated. Currently, 13 regional parks do not have management plans or interim management guidelines and, in three cases, the management plans are more than 20 years old.

Given the finite resources Regional Parks has to conduct management planning, each new management planning process must be focused on a regional park or regional trail that is seen as a priority. In 2018-2019, Regional Park’s staff completed a project to establish evaluation criteria and a process for determining priorities for developing new or updated management plans for regional parks and trails and develop a priority list for consideration by the Regional Parks Management Team (RPMT) prior to initiating new management planning processes.

The project team collaboratively analyzed each park using the evaluation criteria and scoring method (Appendix A) to come up with a list provided as a recommendation to the RPMT of priority parks and trails for future management planning, based on total scores (Appendix B). Included in Appendix B is the year of approval of a management plan (if one exists) for that regional park or trail. Several regional parks do not appear on the list because in 2019 management planning processes were either recently completed (Mt. Parke or St. John Point) or Interim Management Guidelines were developed and approved (Mill Farm). In addition, one management plan remains in-progress (Island View Beach), pending the progress of ongoing work and discussions with the Tsawout First Nation.

Subsequently, the Regional Parks Management Team, after consideration of additional factors, established the top three management plan projects for 2020 as i) Mount Work, ii) East Sooke, and iii) combining Matheson Lake and Roche Cove into one planning process (as they are adjacent to each other). Additional influencing factors included staff capacity and existing work commitments, potential efficiencies and project balance across the region, First Nations interest and capacity for involvement, and timeframe required for plan development. Emphasis was

placed on undertaking work on regional parks that have never had a management plan completed, which meant that Mount Work, East Sooke and Matheson Lake/Roche Cove regional parks were placed ahead of several regional parks that do have management plans in place, such as Thetis Lake, Elk/Beaver Lake and Witty's Lagoon. Two other regional parks without management plans (Horth Hill and Jordan River) and near the top of the list will be considered as candidates for Interim Management Guidelines rather than full management plans.

ALTERNATIVES

Alternative 1

That staff proceed with management plans for Mount Work, East Sooke and Matheson Lake/Roche Cove regional parks.

Alternative 2

That staff proceed with plans for those parks that have the highest priority ranking.

IMPLICATIONS

Alignment with Existing Plans & Strategies

This prioritization work helps Regional Parks meet the strategic action “to complete or update park and trail management plans for priority parks and trails” from the Regional Parks Strategic Plan 2012-2021.

Alignment with Board & Corporate Priorities

Management plan processes include opportunities for First Nation involvement, and can lead to reconciliation of interests of First Nations with respect to parks management plans. This helps meet the CRD 2019-2022 Corporate Plan Community Need 6d.

Service Delivery Implications

This process should be undertaken every five years to reevaluate priorities, including giving consideration to new parkland acquired within that timeframe.

CONCLUSION

As Regional Parks has finite resources to conduct management planning, and many regional parks do not have management plans in place yet, staff have developed a process and evaluation criteria for prioritizing management plan projects and have ranked regional parks and trails accordingly. After additional consideration was given to factors such as whether a park has a management plan in place or not, degree of existing work plan commitments, First Nation and staff capacity, and potential efficiencies and project balance across the region, Mount Work, East Sooke and Matheson Lake/Roche Cove regional parks are identified as the next three potential management planning projects.

RECOMMENDATION

That staff proceed with management plans for Mount Work, East Sooke and Matheson Lake/Roche Cove regional parks.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Evaluation Criteria

Appendix B: Priority List of Regional Parks and Trails for Management Planning

REGIONAL PARKS – MANAGEMENT PLANNING PRIORITIES

EVALUATION CRITERIA

#	Criteria Description	Scoring
1	<p>Legal obligation or formal agreement</p> <p>A legal obligation or some other type of formal agreement or strategic plan exists that dictates the need for a management plan. A legal obligation might be a purchase agreement, contribution agreement, or section 219 covenant that requires a plan to be developed within a specific timeframe. A formal agreement or strategic plan may be a Species at Risk Recovery Plan or Park Restoration Plan that identifies critical habitat in a park that requires urgent or special consideration.</p>	<p>0: no obligation</p> <p>5: noted in agreement or strategic document or a legal obligation exists that has been met</p> <p>10: legal obligation exists/remains outstanding</p>
2	<p>Risk to natural values</p> <p>One or more significant values face a threat to their integrity or sustainability or visitor use significantly threatens/could significantly threaten natural values. These may include things such as creation of unauthorized trails or increasing use.</p>	<p>0: no significant risk/low risks exist</p> <p>5: moderate risk</p> <p>10: high risk exists</p>
3	<p>Risk to/or decreasing visitor experience</p> <p>Visitor experience is decreasing or may potentially decrease if management direction is not provided. Note, the decrease may be observed by staff and/or noted through social science surveys. Things such as significant jumps in visitor numbers or specific management issues may cause decreasing visitor experience.</p>	<p>0: low risk/visitor experience stable</p> <p>5: medium risk/moderate decreases in visitor experience</p> <p>10: high risk/high visitor experience decreases noted</p>
4	<p>Complexity of issues</p> <p>The presence of multiple issues and/or complicated issues.</p>	<p>0: minor number of issues/simple issues</p> <p>5: moderate number of issues/moderate complexity</p> <p>10: high number of issues/high complexity</p>
5	<p>Pressures from adjacent development</p> <p>Adjacent or nearby area is experiencing development that will put additional pressure on the park.</p>	<p>0: no development/minimal or limited pressure in area</p> <p>5: moderate development pressure</p> <p>10: high development pressure</p>

#	Criteria Description	Scoring
6	<p>Emerging or proposed visitor activity</p> <p>If new visitor activities are emerging or are proposed that are not envisioned in an existing management plan or that could impact the park's values.</p>	<p>0: no activity emerging or anticipated</p> <p>5: minor new activity with limited potential impact emerging</p> <p>10: significant new activities emerging or proposed or activities with significant infrastructure anticipated</p>
7	<p>Operational need</p> <p>Staff need direction to manage existing use, direction on existing infrastructure, direction for operational plans to be implemented, or to ensure operations are not threatening significant park values.</p>	<p>0: low need</p> <p>5: moderate need</p> <p>10: high need</p>
8	<p>Existing Management Plans</p> <p>Does the park/trail have an approved management plan and how up-to-date or out-of-date is it? In some cases, parks with outdated management plans may have as high a need for an updated plan as a park with no management plan.</p>	<p>0: management plan less than 5 years old</p> <p>5: management plan 5-15 years old</p> <p>10: management plan greater than 15 years old or no management plan</p>

PRIORITY LIST OF REGIONAL PARKS AND TRAILS FOR MANAGEMENT PLANNING

May 2020

Regional Park or Trail	Approved Management Plan?	Evaluation Criteria Score	Priority for Initiation in 2020
Thetis Lake	2004	65	
Mt. Work	-	60	1
Elk Beaver Lake	1995	45	
Witty's Lagoon	1994	40	
East Sooke	-	40	2
Horth Hill ¹	-	40	
Jordan River ¹	-	30	
Matheson Lake ²	-	30	3
Sooke Hills Wilderness	2004	30	
Mt. Wells	2004	30	
Sooke Potholes	2010	30	
Mill Hill	2004	30	
Sea to Sea	2010	30	
Devonian	-	15	
Coles Bay	-	15	
Gonzales	-	15	
Lone Tree	-	15	
Albert Head	-	15	
Ayum Creek	2010	15	
Mary Lake	-	15	
Galloping Goose	2016	15	
Sooke River	-	15	
Roche Cove ²	-	10	
East Point	1999	10	
Francis King	2004	10	
Bear Hill	2010	10	
E&N Rail Trail	2016	10	

Regional Park or Trail	Approved Management Plan?	Evaluation Criteria Score	Priority for Initiation in 2020
Lochside	2016	10	
Kapoor	2010	5	
Brooks Point	2014	5	
Matthews Point	2018	5	

¹ If resources are sufficient, these parks may be considered as candidates for Interim Management Guidelines.

² Recommend combining Matheson Lake and Roche Cove together for management planning efficiencies.

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, MAY 27, 2020**

SUBJECT Environmental Resource Management – 2019 Progress Report

ISSUE SUMMARY

To present a summary of 2019 activities, results and accomplishments of the Capital Regional District's (CRD) solid waste function.

BACKGROUND

Based on the 5R hierarchy of Reduce, Reuse, Recycle, Resource Recovery and Residual Management, the CRD's solid waste services strive to minimize waste generation and disposal needs and maximize diversion and recovery opportunities. Work in the first three areas focuses on conserving airspace in an effort to ensure enough landfill capacity to meet the residuals disposal needs of the region in the future.

Highlights for 2019 include:

Developing a New Solid Waste Management Plan

- Building on the goals, objectives and guiding principles for the new Solid Waste Management Plan endorsed by the Board in 2018, the Solid Waste Advisory Committee developed a number of proposed strategies, associated actions and targets in 2019.
- Public consultation took place in fall 2019. The results of the public consultation will be provided in a staff report to the Environment Services Committee later in 2020.

Diversion Services (Reduce, Reuse, Recycle)

- Following a successful 2018 pilot where 3R programs were offered to the general public, eight events were held in 2019. A total of 146 individuals participated in either adult only or family focused programs, held in the Hartland Learning Centre, followed by a tour of the landfill. Participants learned how waste is managed in the region, what diversion opportunities exist, and families discussed food waste and made their own beeswax food wraps. In total, the Hartland Learning Centre received 2,431 visitors in 2019.
- Involvement in the national Love Food Hate Waste Canada campaign continued in 2019. Activities continued to focus on raising awareness locally about food waste and transitioned toward engaging the public to share their food-saving tips and tricks through social media.
- 19,030 tonnes of material was collected at the Hartland Depot for transport to recycling and composting facilities on and off the island.
- Work to secure regional organics processing capacity continued into 2019. A separate staff report on this subject is being presented at this meeting.

Energy Recovery Services (Recovery)

- In 2019, landfill gas collection efficiency was 66%, compared to a target of 75%, and has remained largely consistent for the past three years. To support improved accuracy in landfill gas generation modelling and collection efficiency reporting, field-level landfill gas quantification is planned for 2020.

- The volume of landfill gas collected at Hartland has exceeded the capacity of the current landfill gas utilization plant and the equipment is reaching its end of life. On April 22, 2020, the CRD announced approval in principle of an agreement where FortisBC will purchase renewable natural gas generated from Hartland's landfill gas. The CRD and FortisBC are currently working together on a supply contract that will be submitted to the British Columbia Utilities Commission for approval. If approved by the commission, the CRD will continue to be responsible for the ownership and operation of Hartland Landfill, the landfill gas collection system and the upgrade facility. FortisBC will pay the CRD a fixed price per gigajoule for the renewable natural gas.

Disposal Services (Residual Management)

- The region's per capita disposal rate climbed slightly from 380 to 382 kgs/capita in 2019, well under the provincial average of 506 kg/capita (2017).
- The pre-approval process associated with both commercial and residential renovation waste disposal, in order to meet WorkSafeBC regulatory requirements and ensure staff and public safety, was fully implemented in 2019.
- Hartland's compaction rate continues to exceed 950 kg/m³ and all refuse is covered daily with synthetic tarps and aggregate quarried on site to cover the side slopes and vehicle access areas.
- In 2019, a new master filling plan was finalized, including analysis and design to better optimize site capacity over the long term; understand aggregate removal and stockpile mass balances; plan progressive closures and stormwater diversion; maximize gas and leachate collection systems; evaluate construction and compaction methods that will help achieve lifespan goals.

IMPLICATIONS

Environmental & Climate Implications

The environmental monitoring program for Hartland confirms that regulatory requirements were met. Monitoring results confirm that effective measures are in place to ensure environmental impacts are mitigated and that leachate is effectively being controlled and contained on site. The project is expected to reduce the region's greenhouse gas emissions by approximately 264,000 tonnes of carbon dioxide equivalent over the 25-year project life.

Intergovernmental Implications

The responsibility for how solid waste is managed in BC and across the region includes all levels of government: municipal, regional, provincial and federal. The private and non-profit sectors play a key role in delivery of services, as do the consumers of materials themselves. Disposal services for solid waste generated in the region are conducted by the CRD. The CRD also operates transfer stations at Hartland Landfill (Hartland Depot) and in Port Renfrew as a local service funded by that community. Collection of commercial garbage, kitchen scraps and recycling is conducted by the private sector, as is residential garbage and kitchen scraps, with the exception of single family dwelling services offered by six of the region's 13 municipalities. The CRD also, under agreement with Recycle BC, provides a combination of curbside and depot recycling services across the region for packaging and printed paper.

First Nations Implications

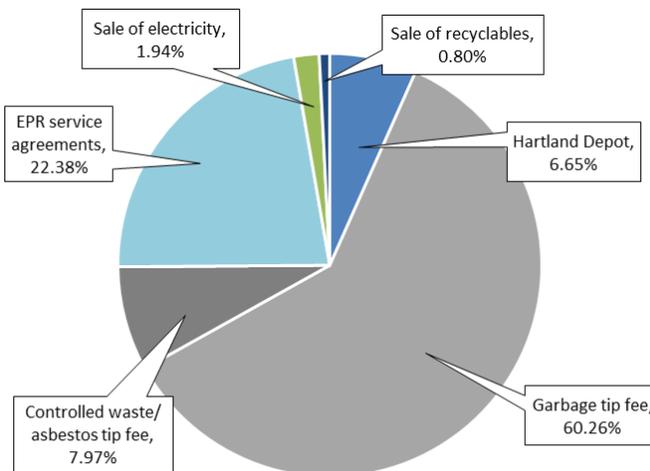
In addition to the outreach students hired annually to deliver environmental sustainability and waste reduction programming across the region, the CRD also hires a student whose focus is to work specifically with First Nations communities, spending time building relationships and identifying areas that will assist the CRD with future work. In the summer of 2019, the CRD had an opportunity to work with a youth from Songhees Nation to continue this work of sharing education with First Nations and understanding better what the needs are in reducing our shared waste diversion challenge.

Financial Implications

Solid waste services continued to be self-funded in 2019. All costs associated with CRD solid waste disposal and diversion programs are funded through tipping and user fee revenues at Hartland Landfill, service delivery agreements with producers for provincial recycling programs, sale of electricity and sale of recyclables.

2019 Revenue Sources for Self-funded Solid Waste Service

DIVERSION	
EPR service agreements	\$6,186,704
Food waste tip fee	\$1,747,984
Sale of recyclables	\$222,054
Recycling user fees	\$89,140
DISPOSAL	
Garbage	\$16,514,687
Controlled waste	\$1,598,870
Asbestos	\$605,009
Fines and miscellaneous	\$145,464
RECOVERY	
Sale of electricity	\$536,639
\$27,646,551	



Reserve Balances

Surplus funds are held in reserve for future capital works, operating shortfalls and closure/post-closure work. The balance at the end of 2019 of these reserve funds is as follows:

Fund	Balance
Sustainability Reserve	\$33,724,173
Landfill Closure:	\$10,658,112
Capital Reserve:	\$6,908,979
Equipment Replacement:	\$3,173,611
Airspace Reserve:	\$1,000,000
Gulf Island Depots:	\$26,774
Compost Education Centre:	\$26,817

CONCLUSION

The roles and responsibilities for managing solid waste include a combination of government, private and non-profit sectors and the consumers themselves. The CRD continues to safely operate and maintain Hartland Landfill and meet its regulatory commitments to protect human health and the environment from potential impacts associated with solid waste disposal services. Staff have prepared an annual progress report with updates on solid waste programs, operations, capital projects, environmental monitoring and other activities. Based on the 5R hierarchy, the CRD's solid waste services continue striving to minimize waste generation and disposal needs and maximize diversion and recovery opportunities.

RECOMMENDATION

That the Environmental Resource Management 2019 Progress Report be received for information.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Glenn Harris, Ph.D., RP.Bio., Acting General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Environmental Resource Management – 2019 Progress Report

How Hartland Works



Making a difference...together

Environmental Resource Management

2019 Progress Report

ORGANIZATIONAL OVERVIEW

The Capital Regional District (CRD) delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands.

Governed by a 24-member Board of Directors, the CRD works collaboratively with First Nations and all levels of government to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure while continuing to provide core services to residents throughout the region.

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Overview and Governance

SOLID WASTE DISPOSAL

The CRD became responsible for solid waste disposal for the region in 1973 when, at the request of the CRD Board, the Province of British Columbia established solid waste disposal as a regional function of the CRD.

In 1975, the CRD acquired Hartland Landfill, which had been operating as a private facility since the 1950s. The facility continued to be managed by a private contractor until 1985, when the CRD assumed direct operation of the site.

In 2008, the privately owned and operated Highwest Landfill was added to the CRD's solid waste management plan. The facility is located in the District of Highlands and primarily manages construction and demolition material.



SOLID WASTE MANAGEMENT PLAN

All regional districts must have a Solid Waste Management Plan approved by the Ministry of Environment & Climate Change Strategy (the ministry). The original plan for the CRD was approved by the Minister of Environment in 1989. There have been two subsequent revisions to the original plan plus eight amendments.

In 2019, work continued on the development of a new plan for the region. Public consultation on proposed guiding principles, goals, strategies and a new waste reduction target took place during October and November.

SOLID WASTE COLLECTION

Collection of residential and commercial garbage and kitchen scraps is conducted by the private sector, with the exception of single family dwelling service offered by six of the region's municipalities.

The private sector also collects recycling from multi-family buildings and commercial buildings.

The CRD provides region-wide residential recycling service through a combination of single family dwelling curbside collection and depot collection programs under contract to Recycle BC.



ENVIRONMENTAL RESOURCE MANAGEMENT

Environmental Resource Management's (ERM) mission is to efficiently and effectively manage the region's solid waste resources in an environmentally, socially and economically responsible manner.

The ERM division is responsible for municipal solid waste management in the capital region, including waste reduction, recycling programs and operation of Hartland Landfill.

The division reports to the Parks & Environment Committee, which also acts as the steering committee for the development of the new solid waste management plan.



Communications, Outreach and Education Programs

A number of communications, education and outreach programs are used by environmental educators to support the 5R hierarchy (reduce, reuse, recycle, recovery, residuals management) and promote resident awareness and participation in waste reduction and disposal services, including.

- Curriculum-linked educational workshops and tours for students from Kindergarten to Grade 12
- Seasonal, research-based public education campaigns and instructive materials
- Active media relations to support public awareness of solid waste programs and opportunities
- Timely and educational social media content

EDUCATIONAL WORKSHOPS & TOURS

Environmental education is of paramount importance to the CRD's waste reduction strategies.

Programs taking place at Hartland Landfill and the Hartland Learning Centre allow for place-based learning, providing participants with an interactive experience to create awareness, impart knowledge and inspire behavioural change in our region. An outreach and community presence, as well as the Infoline, increase educational and informational opportunities and allow for interactions with a wider variety of audiences. Education and outreach occurs through many programs and initiatives.

3Rs School Programs

The 3Rs school programs are free interpretive programs and tours offered to Kindergarten to Grade 12 students in the region.

Program topics such as That's Not Garbage!, 3Rs Unwrapped and Digging Deeper challenge students to explore our habits and behaviours surrounding waste and discuss ways to generate less waste by practicing the first of the 5Rs (reduce, reuse and recycle). Classes that visit the Hartland Learning Centre for their programs are also offered the opportunity for a behind-the-scenes tour of the landfill to see where their garbage goes and what is involved in operating a landfill.

In 2019, we delivered 97 school programs to 2,354 participants:

- **71 programs at Hartland (1,774 participants)**
- **26 in-school programs (580 participants)**



3Rs Community Programs

These programs are an opportunity for community groups and organizations to learn more about waste management in the region. Groups come to the Hartland Learning Centre for interactive presentations and a landfill tour or request a CRD speaker to come to them. In 2019, community programming involved tours and presentations at Hartland, as well as informative booths and displays set up at community events.

In 2019, we delivered 21 community programs to 511 participants.

Technical Tours

Technical tours of Hartland Landfill are offered to groups from industry associations, colleges, universities and government staff.

In 2019, we delivered 15 technical tours of Hartland to 280 participants.

Public 3Rs Programs

In 2019, public 3Rs programs were introduced to offer residents not associated with a school or organized group, the opportunity to sign up and tour Hartland Landfill.

Residents could register for programs on eight dates. In 2019, both adult-oriented and family-oriented public programs were offered. The adult programs included a presentation at the Hartland Learning Centre followed by a behind the scenes tour of the landfill to give residents the opportunity to learn how Hartland operates, how waste is managed in the region and what diversion opportunities are available. The family orientated program included a presentation and discussion surrounding food waste, a workshop where participants made their own beeswax food wraps and a behind the scenes tour of the landfill.

In 2019, we delivered eight public 3Rs programs at Hartland Landfill for 146 participants.

COMMUNITY OUTREACH AND EVENTS

Waste management and recycling is a popular and in-demand topic for CRD residents.

In order to create opportunities for residents to ask questions and learn, displays were set up at 12 fairs, festivals, community gatherings and other community events or locations.

Booths and displays often focus on ways to reduce and divert waste, proper sorting techniques for recyclable materials or more specific topics such as how to prepare demolition waste and dispose of asbestos.





MYRECYCLOPEDIA.CA

Myrecyclopedia.ca contains a comprehensive online listing of items — from aerosol containers to zinc — and includes the environmental story behind each item, local recycling listings and tips on how to reduce and reuse in our daily lives. This tool was developed to encourage sustainable practices and to reinforce the 3Rs. There were 257,682 web visits in 2019.



READY, SET, SORT!

Ready, Set, Sort! is an online waste sorting game where residents can test their knowledge about local recycling opportunities. The game includes 72 items, six bins and five levels of play and can be accessed through Myrecyclopedia.ca. In 2019, there were 6,202 game plays, with the most common misunderstood depot items being plastic shopping bags, books and foam packaging.

PUBLIC EDUCATION CAMPAIGNS

In 2019, the CRD developed and implemented a number of seasonal, multi-medium public education campaigns to promote and provide information in the following areas:



END MARKETS FOR RECYCLABLE MATERIALS



SAFE RENOVATION WASTE DISPOSAL



ILLEGAL DUMPING PREVENTION



ABANDONED BOAT REPORTING AND PREVENTION



HOUSEHOLD HAZARDOUS WASTE DISPOSAL



AVOIDABLE FOOD WASTE REDUCTION



HOLIDAY SEASON WASTE REDUCTION



REUSE ITEMS TO REDUCE WASTE (REPAIRING AND DONATING)

INFOLINE

The Infoline is an essential part of education and outreach programs. This service responds to waste reduction, waste management, recycling and general Hartland Landfill inquiries.

An automated voice messaging service (250.360.3030) is available 24 hours a day and inquiries are responded to within 24 hours on weekdays. Waste and recycling information can also be found at www.crd.bc.ca/waste or by emailing infoline@crd.bc.ca.



COMPOST EDUCATION CENTRE

The Compost Education Centre encourages environmental stewardship and provides residents with climate resiliency tools and skills needed to compost, reduce waste, grow their own food and conserve soil and water.

The centre supports the CRD kitchen scraps landfill ban through programming that emphasizes accessible education around food waste diversion, both on and off-site, as well as promoting backyard composting. Through a contract with the CRD, the centre offers presentations, workshops, and educational demonstrations at on-site gardens and throughout the community.

In 2019, the centre delivered 199 school programs to 4,860 preschool to Grade 12 students, and ran 89 community workshops and learning events on topics including soil contamination, growing food, native plants and local ecosystems and composting.

The centre communicated with 521,919 residents online, by phone or in person and 14,522 residents visited the demonstration site or participated in an educational community event. In this year, the centre focused on increasing its capacity to better reach underserved rural regions and municipalities without curbside pickup in the capital region.

In 2019, the centre also directed the fourth annual Healing City Soils Program. The program helps analyze the health of the region's soils and create a virtual soil map of the region, highlighting areas where heavy metals may need to be addressed before growing food. This work is done through a collaborative partnership with Royal Roads University.



In 2019, the Infoline received 20,298 calls and 2,401 emails

You can contact us at:



automated voice messaging
(250.360.3030)



www.crd.bc.ca/waste



infoline@crd.bc.ca



In 2019, the Compost Education Centre celebrated 27 years of responding to 1,895,377 residents inquiries



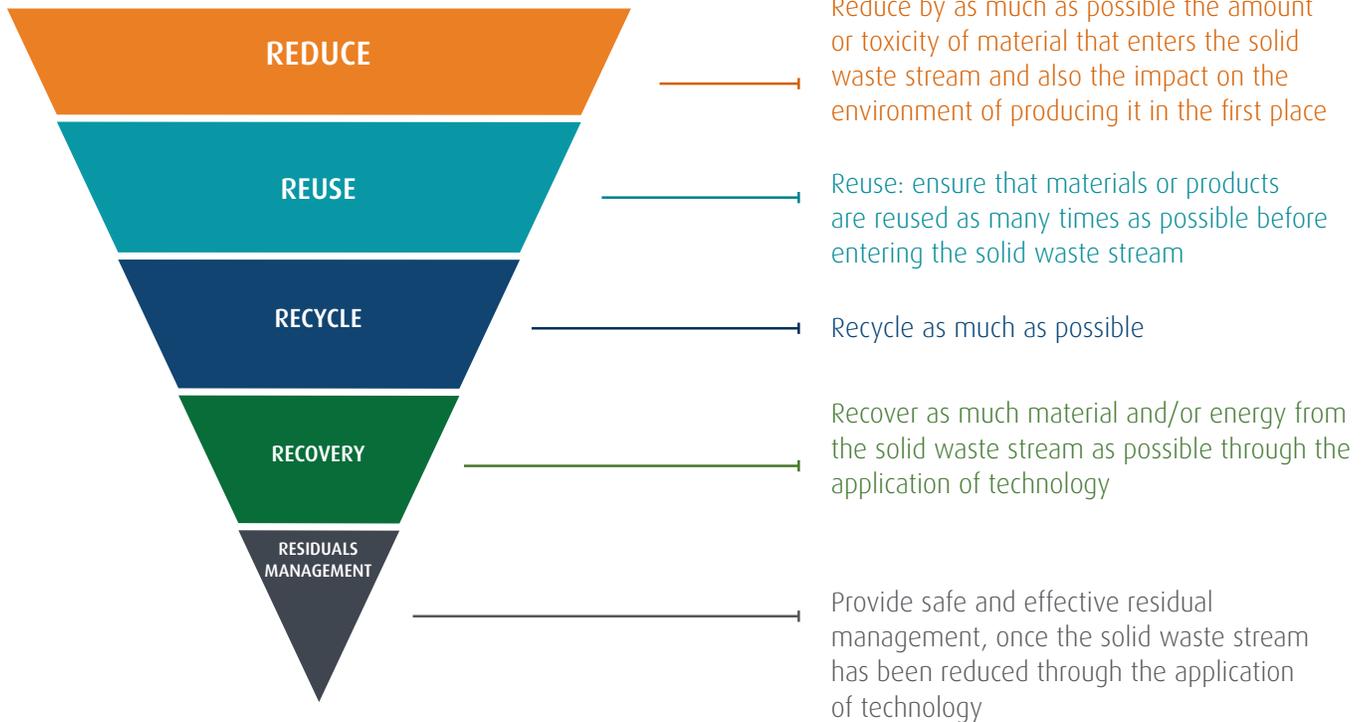
14,522 residents visited the Compost Education Centre and 521,919 residents communicated with the centre online, by phone or in person

The 5R Hierarchy

The CRD views waste as a commodity and seeks the highest and best use for these resources by applying the 5R hierarchy of reduce, reuse, recycle, resource recovery and residual management.

Services range from planning and policy development, bylaw and contract administration to landfill operations. The goal is to extend the life of Hartland Landfill by minimizing waste disposal and maximizing diversion opportunities.

5R Pollution Prevention Hierarchy



Reduce and Reuse

DIVERSION FUNDING FOR NON PROFIT ORGANIZATIONS

Since 1992, the CRD has provided funding to non-profit organizations involved in recycling clothing and used household goods. The funding assists with their garbage disposal costs at Hartland, in recognition that some donated used goods are unusable and destined for the landfill. Ten organizations participated in the program in 2019.

HARTLAND REUSABLE MATERIALS PROGRAM

The CRD partners with five organizations for the management of donated items received in the Hartland depot. Goods such as textiles, books and bicycles are redistributed through a variety of networks operated by these non-profit associations.



Recycle

CURBSIDE RECYCLING

Under agreement with Recycle BC, the CRD provided 123,629 single family dwellings with curbside recycling service for packaging and paper products in 2019. The CRD curbside program is a successful three-stream recycling model, which ensures the highest quality and value for marketing of the material.

Residents are able to sign up for collection reminders and service alerts via text, email, voicemail or Twitter. To date, 65,659 reminders have been created.

Since the program's inception in 1989, over 482,000 tonnes of recyclables have been collected.

HARTLAND DEPOT

The public drop-off depot at Hartland receives garbage, recyclables and household hazardous waste. Over 80 items from 28 product categories are accepted for recycling. This area is intended for residential quantities and limits vehicle size to 5,500 kg gross vehicle weight.

2019 depot fees:

- Extended producer responsibility products: free
- Household hazardous waste: free
- Rimmed tires: \$6 per drop-off, maximum five tires
- Business recycling: \$26
- Yard and garden material: \$59/tonne
- Mattresses and box springs: \$110/tonne plus a \$10 bin fee
- Garbage: \$110/tonne plus a \$10 bin fee

GULF ISLANDS DEPOTS

Residents on Salt Spring Island and the Southern Gulf Islands are provided recycling services through drop-off programs set up at depots in their communities.

The CRD, under agreement with Recycle BC, partners with local on-island non-profit associations for recycling services for packaging and paper products at these depots.

In addition to receiving packaging and paper products, most depots offer additional services such as scrap metal and electronics recycling.

PORT RENFREW TRANSFER STATION

Under a local service funded by the community of Port Renfrew, residents and businesses have access to a transfer station for drop off of general refuse, kitchen scraps and recyclables.



123,629 single family dwellings with curbside recycling service



65,659 curbside collection reminders have been created



482,000 tonnes of recyclables have been collected since 1989



80 items from 28 product categories are accepted for recycling

EXTENDED PRODUCER RESPONSIBILITY

British Columbia's industry-led product stewardship programs require producers of designated products to take extended producer responsibility for the life-cycle management of their products, including collection and recycling. The BC Recycling Regulation, under authority of the *Environmental Management Act*, sets out the requirements for product stewardship in BC. The CRD supports industry-led product stewardship with participation in the following provincial programs:



Beverage Containers (Refundable)

Refundable glass, plastic, aluminum, metal and polycoated beverage containers are accepted at the Hartland depot and electoral area recycling depots. Beverage bags and pouches are not included in CRD programs. Refundable beverage containers are also accepted at participating retail stores and private depots.



Electronics, Electrical Products, Batteries and Lighting Products

Since 2014, the CRD has partnered with seven stewardship agencies for the collection of a wide range of electrical items at the Hartland depot:

- Encorp Pacific (computers, monitors, printers, TVs, audio visual equipment, CDs, VHS tapes)
- ElectroRecycle (small appliances, power tools, sewing machines, exercise equipment)
- Call2Recycle (batteries and mobile phones)
- LightRecycle (residential fluorescent lamps and CFL bulbs and lighting fixtures)
- Switch the 'Stat (thermostats)
- AlarmRecycle (smoke detectors)
- Outdoor Power Equipment (mowers, blowers, clippers, chainsaws)



Lead-Acid Batteries

Lead-acid batteries have been accepted for recycling at the Hartland depot since 1992, shortly after the BC Lead Acid Battery Collection program was introduced. This first generation program transitioned in 2012 to being managed under the BC Recycling Regulation. Batteries are broken down at smelters into lead, plastic and acid.



Paints, Solvents, Flammable Liquids, Gasoline and Pesticides

In 1994, the CRD began working with the Product Care Association to provide the region with waste paint collection at the Hartland depot. Since then, the program has expanded to include solvents, flammable liquids, gasoline and pesticides (paint plus) and a paint exchange.

Product Care Association depots in the region:

- 1 paint plus with paint exchange (Hartland depot)
- 3 paint plus
- 2 paint only with paint exchange
- 5 paint only

See myrecyclopedia.ca for a full list of locations.



Pharmaceuticals

The Medications Return Program, is promoted regionally through the CRD Infoline, website and regional source control program. The CRD works in partnership with the Medications Return Program and Island Health to raise awareness about safe and proper disposal of medications. Through 2019, the CRD continues to have one of the highest medication return rates per capita amongst regional districts in the province.



Packaging and Paper Products

In 2011, the BC Recycling Regulation was amended to add packaging and paper products from residential generators. The amendment shifted the financial responsibility for managing these materials to producers starting in 2014. Packaging and paper products are managed through a combination of residential curbside collection and depot drop off, which are provided locally by both the CRD and the private sector.

In 2019, 15,269 tonnes of packaging and paper products were collected through these CRD programs:

- Curbside Blue Box Program - 13,555 tonnes
- Gulf Island Recycling Depots - 874 tonnes
- Hartland Depot - 812 tonnes
- Port Renfrew Transfer Station - 27 tonnes



Tires

Tires have been accepted at the Hartland depot since it opened in 1992, in conjunction with the province's Financial Incentives to Recycle Scrap Tires ("FIRST") program. In 2007, this provincial initiative was replaced with a product stewardship program under the BC Recycling Regulation managed by Tire Stewardship BC (TSBC). TSBC, in partnership with the Bicycle Trade Association of Canada and the local biking community, also offer a voluntary program for the recycling of tires and tubes through bike retailers. Collection of bicycle tires and tubes at the Hartland depot began in 2011.



Used Lubricating Oil, Filters and Containers

The BC Used Oil Management Association manages the product stewardship program that provides for the collection and recycling of used oil, oil filters, antifreeze and containers. The program strives to ensure every drop of used oil and antifreeze, as well as all filters and containers, are brought to a collection facility to be properly recycled.

ORGANICS MANAGEMENT



Regional Kitchen Scraps Strategy

In January 2015, a landfill ban on kitchen scraps was implemented, saving a valuable resource, conserving landfill space and reducing greenhouse gas emissions.

Kitchen scraps are typically managed in one of two ways: onsite digestion or collection for transportation to composting facilities in the Cowichan Valley Regional District and on the lower mainland. Establishment of in-region kitchen scraps processing capacity is being explored.

Compost Facilities Bylaw

The CRD Board adopted the regional composting bylaw in December 2005. The bylaw regulates the operation of composting facilities to protect public health and the environment. In 2019, there were no licensed facilities under the bylaw.



Yard and Garden Material Landfill Restriction

In 2006, a yard and garden material landfill ban came into effect. A number of private facilities in the area accept the region's yard and garden material.

In 2019, 1,142 tonnes of source-separated yard and garden material was received at Hartland where it was ground and beneficially used on-site. The landfill ban excludes invasive, infectious and noxious plants which are managed at Hartland as garbage through a rate of \$59/tonne in an effort to reduce their proliferation.



HOUSEHOLD HAZARDOUS WASTE

The Hartland depot offers residents one-stop drop-off service for virtually all types of household hazardous waste and is a leading program of its kind in British Columbia. The material is accepted in residential quantities only at no charge for recycling (where feasible) or disposal at a hazardous waste management facility.

Hartland Public Drop-off Depot

Materials collected at Hartland Landfill's recycling depot.

MATERIAL TYPE (TONNES)	
Antifreeze	11.670
Appliances	294.910
Batteries	42.340
Books	9.560
Containers (metal, plastic, paper)	66.170
Cooking oil	5.410
Electronics and electrical items	357.050
Fibres (paper, cardboard)	659.640
Foam packaging	25.700
Fire extinguishers	2.840
Food waste	14,467.680
Glass (bottles, jars)	31.660
Household hazardous waste	67.390
Light bulbs, tubes and ballasts	10.360
Mattresses	271.080
Metals	1,085.120
Motor oil, filters and containers	84.850
Paint, solvents and pesticides	224.010
Plastic (bags, overwrap)	16.780
Plastic (other flexible plastics)	13.550
Propane tanks	21.800
Refundable containers	10.920
Reusable goods	20.010
Tires	87.290
Yard and garden waste	1,142.120
TOTAL FOR 2019	19,029.910



Recovery

HARTLAND LANDFILL GAS CAPTURE AND UTILIZATION

Landfill gas is produced from decomposing garbage. This gas is mainly made up of carbon dioxide and methane. Methane is an energy source, but is also a greenhouse gas (GHG). It is flammable and explosive in certain concentrations, which is why it needs to be controlled.

Gas is collected at Hartland using a network of wells and pipes installed in the early 1990s. Between 1991 and 2003, the gas collected was burned using a flare to reduce GHGs. In 2003, a landfill gas-to-electricity plant was built next to the flare station to utilize the methane in the landfill gas to produce electricity. The electricity produced is fed into the existing BC Hydro distribution system on site. The facility produces close to 1.6 megawatts of green power — enough electricity to supply about 1,600 homes.

In 2012, a site-specific landfill gas management plan was approved, which detailed a strategy for capturing landfill gas and meeting collection targets set by the ministry. The plan includes installation, operation and maintenance of collection infrastructure and routine reporting. As a result, landfill gas collection has increased significantly and GHGs have been reduced by approximately 50% since 2011.

Collection infrastructure continues to be installed in accordance with the plan.

In 2019, collection efficiency was 66%, compared to a target of 75%, and has remained largely consistent for the past three years. In 2018, three different landfill gas models were run to better assess current and future gas generation and utilization potential. Collection efficiency varied between 64–76%, depending on the model. To support improved accuracy in landfill gas generation modelling and collection efficiency reporting, field-level landfill gas quantification is planned for 2020.

FUTURE OF GAS UTILIZATION

The volume of landfill gas collected at Hartland has exceeded the capacity of the current landfill gas utilization plant, which produces clean electricity. The equipment is also reaching its end of life. As a result, CRD has evaluated two enhanced alternatives: upgrading landfill gas to renewable natural gas (a carbon neutral form of biogas) for sale to FortisBC or expanding the capacity of the current plant to produce more electricity. Maximizing landfill gas management can have both environmental and financial benefit for the community. It can also foster a greater circular economy, using waste to generate energy. A decision on the future of landfill gas utilization will be made in 2020.



Residuals Management

Hartland is a multi-purpose site which, in addition to landfill services for general refuse and controlled waste, provides drop off for recycling, stewardship items, compostables and household hazardous waste.

Hartland has received the Silver Landfill Management Excellence Award from the Solid Waste Association of North America, as well as awards for leadership and innovation in gas utilization and best practices for household hazardous waste collection.

The CRD has also received awards for safety initiatives, including the prestigious National Award for Best Safety Week Program in Canada, in which Hartland Landfill played a major role.



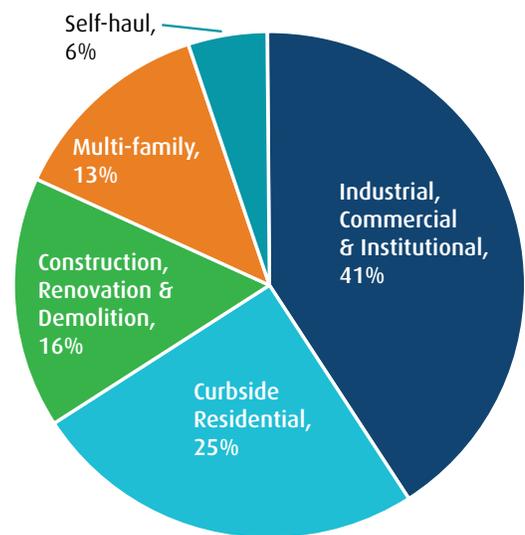
LANDFILLING

The site operates under a Design, Operations and Closure Plan, in accordance with an Operational Certificate issued by the ministry, as well as the BC Landfill Criteria for Municipal Solid Waste, and the CRD's solid waste management plan. There is also a provincial authorization in place for asbestos management. Municipal solid waste is typically landfilled using the advanced terracing method. This technique enables the management of surface runoff and leachate flow, as well as control of long-term settlement. It consists of advancing the filling area with vehicular access provided atop the preceding day's refuse.

A landfill compactor is used to grade and compress refuse while maintaining a desired slope at a constant width. Hartland's compaction rate exceeds 950 kg/m³ and all refuse is covered daily with synthetic tarps and aggregate quarried on-site to cover the side slopes and vehicle access areas.

Controlled waste, such as sewage sludge, condemned food and animal carcasses is landfilled in trenches dug in completed waste lifts and covered daily with chipped wood waste, aggregate or clay to reduce odours. Asbestos is landfilled in segregated areas of the site and is covered daily with aggregate or soil.

SECTORS CONTRIBUTING TO WASTE DISPOSAL



TOTAL REFUSE BY TYPE (tonnes)

TYPE OF WASTE	2018	2019	% CHANGE
General refuse	146,431	145,402	-1%
Controlled waste	10,417	11,512	11%
Asbestos containing material	3,094	3,813	23%
TOTAL	159,942	160,727	0%

LANDFILL DISPOSAL RATES

Landfill tipping fees provide a financial incentive to reduce the quantity of solid waste being brought to the landfill for disposal. The tipping fee structure for 2019 included:

- \$110/tonne for general refuse
- \$157 to \$500/tonne for controlled waste
- \$254/tonne for bulky waste

LANDFILL MATERIAL RESTRICTIONS

Landfill restrictions have been part of the CRD waste diversion strategy since 1991 and are only implemented when viable and sustainable recycling alternatives exist.

Recyclable materials banned from disposal include:

- 1991: drywall
- 1993: corrugated cardboard, white goods, tires, directories
- 1995: scrap metal, aggregate, concrete, asphalt, rubble, clean soil
- 1998: paper fibres
- 2006: yard and garden material
- 2011: extended producer responsibility products



CRUISE SHIP WASTE

In 2019, Hartland Landfill received approximately 2,100 tonnes of cruise ship waste, representing about 1.3% of all solid waste landfilled for the year. This is an increase over the previous year.

CRD staff have been in discussions with the Greater Victoria Harbour Authority and Tymac Launch Service Limited (Tymac), the solid waste contractor, to ensure cruise ship waste diversion is increased in 2020. Tymac has developed comprehensive waste-handling guidelines for cruise ship staff to use for managing waste when they are in the port of Victoria. The guidelines include procedures for diverting recyclable materials, managing hazardous waste and segregating banned items.

In Canada, solid waste from cruise ships is managed according to the International Waste Directive under the authority of the Canada Border Service Agency and the Canadian Food Inspection Agency. At Hartland Landfill, international waste is currently charged at the controlled waste fee of \$157 per tonne, not the general refuse fee of \$110 per tonne.

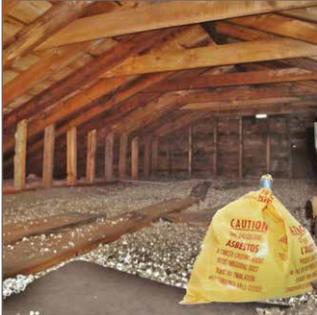
CRUISE SHIP WASTE

YEAR	SHIPS	LOW RISK (tonnes)	HIGH RISK (tonnes)	TOTAL (tonnes)
2016	224	255	22	278
2017	239	279	84	763
2018	243	295	9	304
2019	256	1,468	613	2,082

CONTROLLED AND DEMOLITION WASTES

Landfilling of certain types of wastes creates a potential nuisance, health and safety concerns for staff, or environmental concerns beyond those expected from regular household refuse. Wastes such as asbestos, demolition wastes, animal fecal wastes, or deceased animals require special handling to protect the health and safety of employees and to minimize nuisance, odours, and scavenging by birds.

There are four regulated waste types at Hartland:



ASBESTOS WASTE



CONTROLLED WASTE



CLEAN DEMOLITION WASTE
(commercial)



RENOVATION WASTE
(residential)

The risks associated with these regulated wastes vary and each type is managed differently. These wastes require permits and usually an appointment for disposal. The number of permits issued annually has been increasing since 2013. This is attributed to population growth, a strong economy, and recent permitting requirements for demolition wastes.

BYLAW ENFORCEMENT

CRD Bylaw 3881 (Hartland Landfill Tipping Fee and Regulation Bylaw) regulates activities at the Hartland site. CRD bylaw enforcement officers and landfill staff ensure Hartland customers adhere to site regulations.

In 2019, 76 written warnings and 320 enforcement tickets were issued. The majority of enforcement tickets were in relation to the deposit of recyclable material (46%), extended producer responsibility products (19%), kitchen scraps (18%) and prohibited waste (9%), which comprised 83% of the tickets levied.

SAFETY AND LANDFILL FIRES

Landfill fires happen periodically at Hartland. Typically this occurs as a result of improper disposal of household hazardous waste, such as chemicals and product stewardship items like electronics with lithium-ion batteries. Staff and local emergency services personnel respond to fire incidents at the active face following an established fire safety plan.

LANDFILL CAPITAL WORKS

Each year, the CRD invests approximately \$3 million in capital works that cover rock excavation and crushing, leachate and gas management infrastructure, environmental controls, roads and site improvements. In 1997, Phase 1 of the landfill site was closed and the filling of Phase 2 (Heal Basin) was initiated. It is expected that Phase 2 will continue to receive landfill materials until about 2047, at which time it will have reached its current design capacity.

In 2019, a new master filling plan was finalized, including analysis and design to better optimize site capacity; understand aggregate removal and stockpile mass balances; plan progressive closures and storm water diversion; maximize gas and leachate collection systems; and to evaluate construction and compaction methods to achieve lifespan goals.

Engineering staff achievements for 2018 include:

- project management, supervision, and direction for Hartland Landfilling Operations' heavy equipment services contract
- completed the filling of 163 m lift and shaping the south slope before starting a 167 m lift
- annual installation of new combined gas/leachate collection infrastructure in the Phase 2 Cell 3 159 m and 163 m lifts
- design and construction of a new aggregate stockpile storage area adjacent to the northern extent of the landfilling footprint boundary road and perforated pipe underdrain
- finished constructing new foundations for scale pits and building at Hartland North and underground utility services
- constructed new gravel pad for wood waste as well as yard and garden materials, then expanded storage area used after grinding operation
- repaired leaking water main to truck wheel wash (to avoid a costly replacement)

SITE RECLAMATION

Since the Phase 1 closure, significant efforts have been made towards site rehabilitation.

A long-standing vision for Hartland Landfill is to restore the land to a condition that will blend in naturally with the surrounding forest. Planting began in 2004 and includes Douglas Fir, Big Leaf Maple and Red Alder, as well as ocean spray, Indian plum and mock orange (all of which are native to the area).

Cell 1 final closure design was completed in 2010, which included a final cover complete with a new wetland sedimentation pond, in addition to gas, leachate and road upgrades.

Over 22,000 trees and bushes have been planted over Phase 1 of Hartland Landfill. Annual invasive species removal projects are conducted in these reclaimed areas to encourage native plant species. An additional 3,500 to 4,000 poplar and fir trees will be planted in 2020 over Phase 2 side slope areas.



LEACHATE MANAGEMENT

Leachate is a liquid that is produced when precipitation comes into contact with decomposing refuse. To minimize the leachate generated on site, impermeable covers are installed over completed landfill areas to divert clean surface water away from becoming leachate.

In 2018, extension of a temporary closure system on the North/East Face of Phase 2 Cell 2 was constructed using a linear, low-density polyethylene tarpaulin cover system. This temporary closure reduces the total leachate generation area of the landfill.

ENVIRONMENTAL MONITORING

Environmental science officers at Hartland Landfill employ a number of control measures to prevent or reduce potential effects on groundwater, surface water and air. Through over 40 years of engineered controls, groundwater and surface water quality at Hartland Landfill has continually improved. An environmental monitoring, assessment and management program is conducted in accordance with ministry requirements. The monitoring program measures water quality at and near the landfill and assesses the effectiveness of control measures.

Groundwater quality monitoring data obtained in 2019 was similar to previous years and indicated that landfill leachate continues to be effectively contained and controlled on site. Leachate quality monitoring confirmed that leachate discharged from the site was in compliance with CRD Bylaw 2922 (Sewer Use Bylaw), which regulates discharges to the sanitary sewer. Surface water monitoring in 2019 indicated that nearby surface water bodies, Tod Creek, Durrance Creek, Durrance Lake, and Killarney Lake, are not impacted by leachate.

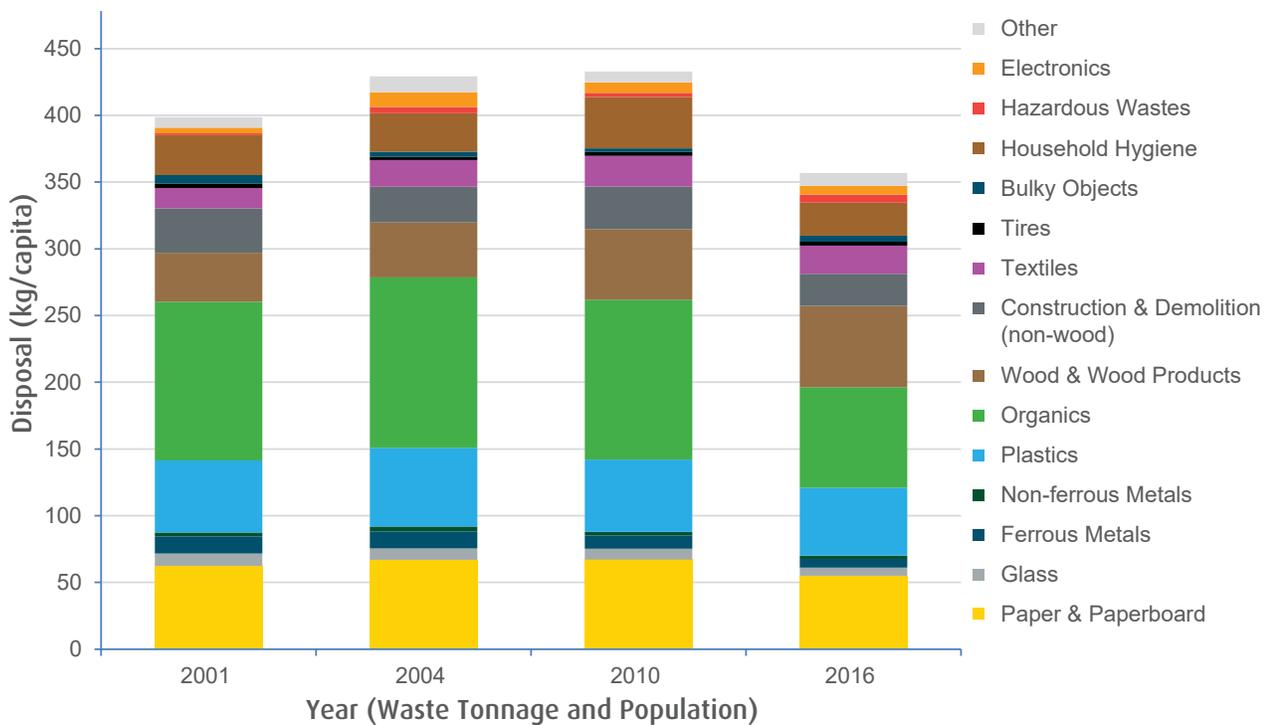
Landfill gas monitoring confirmed that the landfill gas collection system worked effectively to control emissions. Landfill gas infrastructure continues to be installed as part of a long-term gas management plan.

WASTE STREAM ANALYSIS

Since 1990, the CRD has commissioned six studies to assess the composition of waste being landfilled at Hartland. These studies provide valuable benchmark data and analysis for evaluating the success of existing solid waste programs and planning future initiatives. The most recent analysis took place in 2016. The results indicate a broad regional trend towards decreased per capita waste generation.

Per capita organic waste generation dropped by 37.5%, confirming the successful launch of the 2015 kitchen scraps ban. Per capita paper disposal decreased by 18% and plastics by 5%, while wood and wood products increased by 15%, likely due to more construction activities in the region. All other materials remained relatively consistent compared to the previous study in 2010.

Solid Waste Stream Composition Study Results



Community Support Programs

COMMUNITY CLEAN-UP FUNDING

Since 1997, the CRD's Community Clean-up Program has been supporting non-profit groups that make visible environmental improvements to their community through organized clean-ups

Funding provided supports:

- Collection, processing and marketing of recyclables recovered during clean-up
- Container rental for transportation and disposal of non-recyclable material
- Supplies, such as rubber gloves and collection bags

In 2019, the CRD provided funding to nine community groups.



ABANDONED BOAT PROGRAM

In 2019, the CRD used funds received through the Transport Canada Abandoned Boat Program to work with a community partner, the Dead Boats Disposal Society, to assess and remove approximately 70 boats from the region's harbours.

The federal funding covered 100% of the assessments costs, and 75% of the removal and disposal costs for approved vessels. The CRD provided 25% of the required funding for removal and disposal costs through the ERM Sustainability Reserve Fund.



The boats were primarily from three harbours on Salt Spring Island, Port Browning on Pender Island, Montague Harbour on Galiano Island, Sooke Harbour and Cadboro Bay. The Dead Boats Disposal Society contracted Salish Sea Industries to complete the removal work. The total weight of derelict boats disposed of at Hartland Landfill was 76 tonnes.

The CRD also received \$66,700 in federal funding for education and awareness, which was used to launch and promote a public awareness campaign asking people to report abandoned and boats to the CRD Infoline. Radio, print and social media ads were used, as well as ads on the back of transit buses. It was a successful campaign with over 120 reports of abandoned boats received.

MARINE DEBRIS PROGRAM

The CRD provided funding for municipalities to dispose of marine debris (wharves, docks, flotation, fishing gear, etc.) that was not covered by the Abandoned Boat funding. In 2019, 4.45 tonnes of debris was disposed of at the landfill through this program.

Financial Management

All costs associated with solid waste disposal and diversion programs in the capital region are funded through tipping and user fee revenues at Hartland Landfill, collection contract revenues, sale of electricity and sale of recyclables.

A sustainable financial business model is essential for the provision of solid waste services.

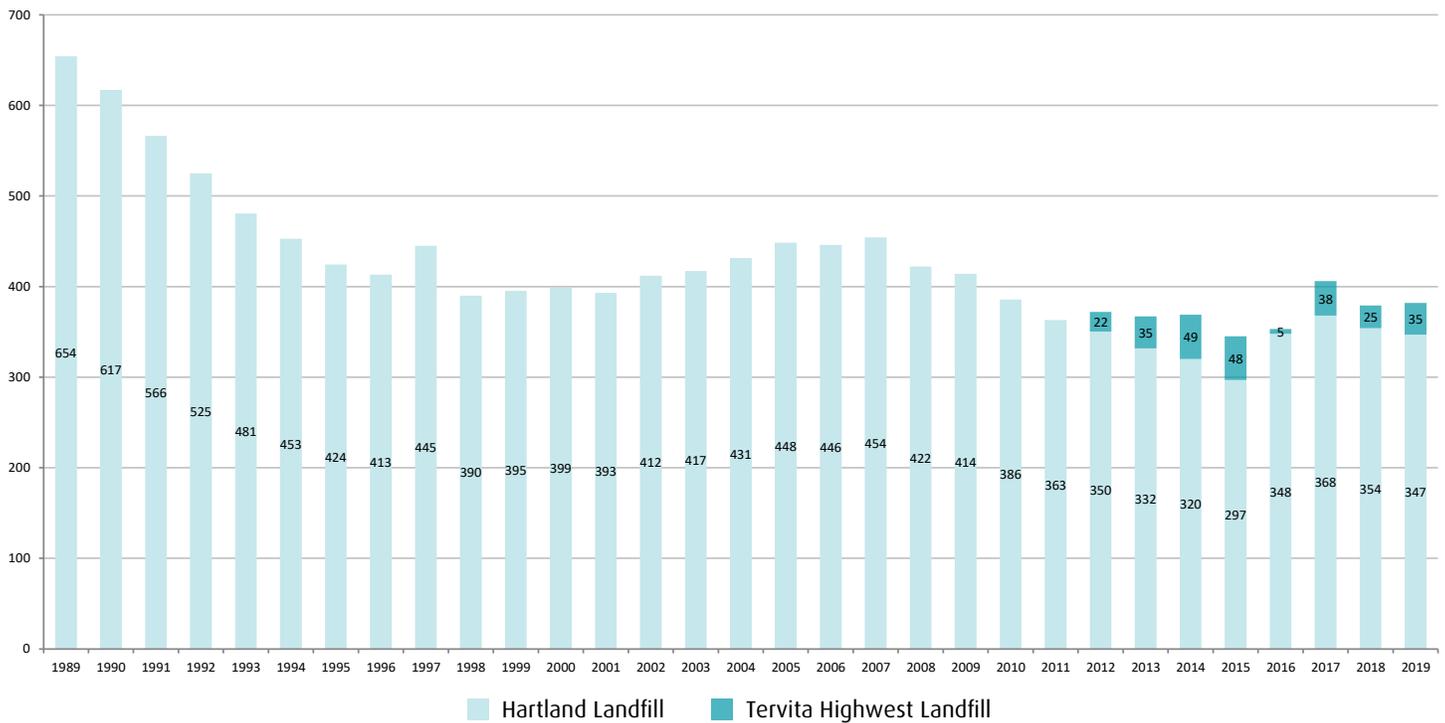
This form of financing has practical limits as diversion increases and landfill volumes decline.

Long-term financial sustainability of the CRD solid waste function will form a critical part of the new solid waste management plan.

REVENUES	
Tipping fees	\$18,718,566
Extended producer responsibility programs	\$6,186,704
Recycling program revenues	\$2,059,177
Power plant	\$536,639
Permits, fines and miscellaneous	\$145,464
From reserve	-
TOTAL FOR 2019	\$27,646,550
COSTS	
Landfill operations	\$6,322,070
Curbside recycling	\$5,967,681
Hartland diversion programs	\$4,519,716
Closure and post-closure fund	\$920,000
Power plant costs	\$885,179
Electoral Area recycling programs	\$639,818
Planning	\$551,842
Leachate	\$506,812
Debt charges	\$439,623
Capital spending	\$324,000
Equipment and vehicle fund	\$283,000
Community support programs	\$239,737
Sustainability reserve	\$6,047,072
TOTAL FOR 2019	\$27,646,550

Waste Disposal Data

CRD Disposal Rate (Kg/Capita)



Year	Population	Hartland Landfill			Tervita Highest Landfill	Disposal Rate (kg/person)
		Received	Beneficial Use	Landfilled		
2012	368,935	129,279	n/a	129,279	7,880	372
2013	371,265	123,210	n/a	123,210	13,025	367
2014	372,463	120,942	-1,636	119,306	18,000	369
2015	377,810	114,476	-2,034	112,442	18,000	345
2016	382,645	134,167	-971	133,196	2,056	353
2017	392,046	145,285	-917	144,368	15,000	407
2018	413,406	148,551	-2,120	146,431	10,500	380
2019	418,511	146,544	-1,142	145,402	7,875	382

PER CAPITA DISPOSAL

In 2012, the Province of British Columbia began using per capita disposal rates as the standard solid waste metric and is targeting 350 kg/capita by 2020.

Based on the provincial government's calculation method, the disposal rate for the capital region was 382 kg/capita in 2019.

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Capital Regional District
625 Fisgard Street
Victoria, BC V8W 2S6



Making a difference...together

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, MAY 27, 2020**

SUBJECT **Response to Notice of Motion: Mountain Biking Advisory Committee –Terms of Reference**

ISSUE SUMMARY

A Notice of Motion was approved at the November 13, 2019 Capital Regional District (CRD) Board meeting directing staff to prepare a Terms of Reference for an advisory committee to develop a Mountain Biking Policy for CRD Regional Parks.

BACKGROUND

A Notice of Motion was introduced at the October 23, 2019 Parks & Environment Committee (PEC) meeting recommending that the CRD Board approve a budget, provide staffing and request that staff develop a Terms of Reference (TOR) for an advisory committee with the goal of developing a Mountain Biking policy for CRD Regional Parks within a defined timeframe.

On October 30, 2019, the CRD Board, at a special meeting, approved \$40,000 in the 2020 Financial Plan to support the creation of an advisory committee to support the development of a Mountain Biking policy. The Notice of Motion was approved by the CRD Board on November 13, 2019.

In response to the Notice of Motion, staff developed a draft TOR for an Advisory Committee (Appendix A) to help in the preparation of Mountain Biking Guidelines. The TOR identifies the Advisory Committee structure, function and timelines.

ALTERNATIVES

Alternative 1

That the Terms of Reference for an Advisory Committee to inform the development of Mountain Biking Guidelines for CRD Regional Parks be approved.

Alternative 2

That the Terms of Reference for an Advisory Committee to inform the development of Mountain Biking Guidelines for CRD Regional Parks not be approved and that this report be referred back to staff for additional information.

IMPLICATIONS

Social Implications

The CRD Regional Parks Regional Strategic Plan 2012-2021 identifies building healthy communities as one of its core values. Mountain biking is an activity that improves physical health, enhances mental health and wellbeing, brings people together, encourages family activity in nature, and engages the community. All of these contribute to the core values of CRD Regional Parks.

Environmental & Climate Implications

The mission of CRD Regional Parks is to protect regionally significant landscapes and ecosystems and to provide opportunities for people to connect with nature within the system of parks and trails. Providing opportunities to participate in mountain biking within the regional park system supports CRD Regional Parks' goals to provide for health, inspiration and education of visitors through human-powered outdoor experiences that foster the enjoyment and respectful appreciation of the region's natural environments. As the population within the CRD continues to grow, so does the visitation to regional parks. This increase creates greater demands for recreation opportunities on the landscape. Any mountain biking opportunities need to keep people connected to nature without compromising the natural integrity that draws people to the parks in the first place.

Intergovernmental Implications

CRD regional parks are part of a network of local, regional, provincial, and national parks within the capital regional district. These linked park systems have the potential to provide a diversity of cycling experiences for regional residents and visitors. CRD Regional Parks Mountain Biking Guidelines will provide a framework for identifying appropriate cycling opportunities within the regional park system and identify potential linkages with other cycling opportunities within the CRD.

Financial Implications

The CRD Board, at its October 30, 2019 special meeting, approved \$40,000 to be allocated to support the advisory committee in the development of Mountain Biking Guidelines for CRD Regional Parks. The development of the Mountain Biking Guidelines will be completed within this budget.

Alignment with Board & Corporate Priorities

The CRD 2019-2022 Corporate Plan identifies as a desired outcome to "ensure appropriate funding for parks & trails infrastructure, improvements & maintenance by updating the Regional Parks Strategy with consideration to ecological, recreation & reconciliation principles, land acquisition capacity, & expanded partnerships with First Nations & parks user groups." CRD Regional Parks Mountain Biking Guidelines can contribute to that desired outcome by identifying opportunities to improve and support mountain biking within the regional park system.

Alignment with Existing Plans & Strategies

The 2012-2021 Regional Parks Strategic Plan identifies some of the challenges facing the regional park system. One challenge is placing the right activity in the right area, within the context of the vision and designated purpose of the regional park system and of specific parks or trails. CRD Regional Parks Mountain Biking Guidelines will help to mitigate this challenge by identifying an accountable decision-making process to address this activity within the regional park system and aligning with the park management planning process.

CONCLUSION

A Notice of Motion was brought forward in October 2019 for an advisory committee to develop a Mountain Biking Policy for CRD Regional Parks. In November 2019, the CRD Board approved the Notice of Motion with \$40,000 in funding support. The Notice of Motion directed staff to develop a TOR for the advisory committee (Appendix A). The TOR identifies the structure, function, and timelines for an advisory committee to help inform the development of mountain biking guidelines for CRD Regional Parks.

RECOMMENDATION

That the Terms of Reference for an advisory committee to inform the development of Mountain Biking Guidelines for CRD Regional Parks be approved.

Submitted by:	Jeff Leahy, RPF, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Terms of Reference – Mountain Biking Advisory Committee

Terms of Reference



MOUNTAIN BIKING ADVISORY COMMITTEE

PREAMBLE

This Terms of Reference (TOR) defines the time frame, purpose, membership, roles and responsibilities, reporting, and the recommendation processes for a Mountain Biking Advisory Committee (MBAC) to assist Capital Regional District (CRD) staff with preparing mountain bike guidelines for the regional park system within the capital regional district.

The MBAC TOR will be made available to the public during the advertising of the advisory committee application process, and thereafter upon request.

The MBAC is an advisory committee and therefore does not have decision-making powers. The MBAC will formulate recommendations to present to the Regional Parks Committee.

The MBAC will serve until the final mountain bike guidelines are approved by the Board. The target date for completion of the mountain bike guidelines is November 2020.

1.0 PURPOSE

The purpose of the MBAC is to bring together a group of people with interest in recreation in the capital region and a knowledge of the regional park system in order to provide advice and guidance to CRD Regional Parks for use in developing mountain biking guidelines for regional parks.

The CRD Regional Parks mountain bike guidelines will assist with the planning and sustainable mountain biking activities within regional parks, giving consideration to all regional park values.

Areas that are not in scope of the mountain bike guidelines are:

- site-specific concerns
- development of infrastructure in regional parks
- operational budgeting
- labour relations matters
- direction on other types of recreation not associated with mountain biking
- CRD Board-approved park management plans

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Regional Parks Committee will:
 - appoint the advisory committee members until the mountain biking guidelines are approved by the Board
 - act as the Steering Committee for MBAC
 - appoint a member as the liaison between MBAC and the Regional Parks Committee

- b) The MBAC will provide recommendations for consideration in the development of mountain bike guidelines for presentation to the Regional Parks Committee. The CRD Board is the final decision-making authority.

3.0 COMPOSITION

The CRD will hire a consultant to Chair the advisory committee. The advisory committee shall consist of members representing a diversity of background, interests and geographical location, as well as representing a balance between technical and non-technical members, as follows:

Representation	Number of Members
Member of the Regional Parks Committee	1
Mountain Biking Organizations Each organization is responsible for electing one representative and one alternate per organization	4
Individuals from the general public who can represent the other outdoor recreational interests who respond to an open advertisement	2
Individuals from the general public who can represent the conservation/naturalists community who respond to an open advertisement	2
Chair of the Mountain Biking Advisory Committee	1

4.0 PROCEDURES

- The CRD Board Procedures Bylaw will apply.
- The committee shall meet at the call of the Chair and have special meetings, as required.
- A quorum is a majority of the committee membership and is required to conduct committee business.
- No Committee or Commission will operate outside of its expressed mandate or terms of reference without prior approval of the Board.

5.0 RESOURCES AND SUPPORT

- a) The Manager of Visitor Services, Regional Parks, will lead the coordination and allocation of resources to MBAC.
- b) Minutes and agendas are prepared and distributed by the Chair.
- c) Up to three CRD Regional Parks staff will be available to MBAC.

Approved by CRD Board on _____, 2020