

Notice of Meeting and Meeting Agenda Environmental Services Committee

Wednesday, February 19, 2020

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

D. Blackwell (Chair), N. Taylor (Vice Chair), B. Desjardins, L. Helps, M. Hicks, G. Holman, J. Loveday,
C. McNeil-Smith, J. Ranns, D. Screech, R. Windsor, C. Plant (Board Chair, ex-officio)

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

4. Chair's Remarks

5. Presentations/Delegations

- 5.1. [20-155](#) Delegation - Scott Richardson; Representing the Highlands District Community Association: Re: Agenda Item 6.6.: Millstream Meadows - District of Highlands Correspondence
- 5.2. [20-156](#) Delegation - David Mackas; Representing the Highlands District Community Association: Re: Agenda Item 6.6.: Millstream Meadows - District of Highlands Correspondence

6. Committee Business

- 6.1. [20-050](#) Environmental Services Committee - Terms of Reference

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That the Terms of Reference for the Environmental Services Committee be approved.

Attachments: [Staff Report: Environmental Services Committee - Terms of Reference](#)
[Appendix A: Terms of Reference](#)

- 6.2. [19-861](#) 2019-2022 Parks & Environment Service Planning

Recommendation: [This report was brought forward from the previous Parks and Environment Committee and is here for any questions and discussion related to the Environmental Services items.]

The Environmental Services Committee receives the report for information.

Attachments: [Staff Report: 2019-2022 Parks & Environment Service Planning](#)
[Appendix A: 2020 Community Needs Summary - Climate Action & Adaptation](#)
[Appendix B: 2020 Community Needs Summary - Parks & Natural Resource Pro](#)
[Appendix C: 2020 Community Needs Summary - Landfill & Recycling](#)
[Appendix D: 2019-2022 Service Planning and Budget Process](#)
[REVISED Appendix B: 2020 Community Needs Summary - Parks & Natural Res](#)

6.3. [20-049](#) Appointment of Chair - Solid Waste Advisory Committee (verbal)

6.4. [20-105](#) Association of Vancouver Island and Coastal Communities - Special
Committee on Solid Waste CRD Representative (verbal)

6.5. [20-040](#) Victoria Plaza Hotel - Debris Disposal

Recommendation: The Environmental Services Committee recommends to the Capital Regional District
Board:
That this report be received for information.

Attachments: [Staff Report: Victoria Plaza Hotel - Debris Disposal](#)

6.6. [20-098](#) Millstream Meadows - District of Highlands Correspondence

Recommendation: The Environmental Services Committee recommends to the Capital Regional District
Board:
That the Capital Regional District Board respond to the District of Highlands and the
Highlands District Community Association recommending they raise their concerns with
the appropriate provincial authority (Ministry of Energy, Mines and Petroleum
Resources) to ensure activities permitted under the Mines Act do not have an adverse
impact on drinking water resources in the District.

Attachments: [Staff Report Millstream Meadows - District of Highlands Correspondence](#)
[Appendix A: November 20, 2019 Correspondence from District of Highlands](#)

7. Notice(s) of Motion

8. New Business

9. Motion to Close the Meeting

9.1. [20-151](#) Motion to Close the Meeting

Recommendation: That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the
Community Charter.

10. Rise and Report

11. Adjournment

Next Meeting: March 25, 2020

To ensure quorum, please advise Sherri Closson (sclosson@crd.bc.ca) if you or your alternate cannot attend.

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 19, 2020

SUBJECT Environmental Services Committee – Terms of Reference

ISSUE SUMMARY

The purpose of this report is to provide the 2020 Terms of Reference for the CRD Board's Standing Committees.

BACKGROUND

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and appoint members to provide advice and recommendations to the Board. At the December 11, 2019 Board meeting, Chair Plant established the 2020 committee structure and appointments to those committees.

Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members. This year, the TOR for the following continuing standing committees, where no changes were made from 2019, will be sent to the committees for their information:

- Core Area Liquid Waste Management Committee
- Electoral Areas Committee
- First Nations Relations Committee
- Governance & Finance Committee
- Hospitals & Housing Committee

The only changes made to the continuing standing committees' TOR are to reference 2020, rather than 2019. Any revisions by the committee to its TOR will require ratification by the Board.

For committees where changes to structure were made, the TOR will be received by the standing committee and referred to the Board for approval. They are:

- The Regional Parks Committee and the Environmental Services Committee (previously the Parks & Environment Committee), and
- The Planning, Transportation and Protective Services Committee (previously the Transportation Committee and the Planning and Protective Services Committee).

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board: That the Terms of Reference be approved.

Alternative 2

The Environmental Services Committee recommends to the Capital Regional District Board: That the Terms of Reference be approved, as amended.

CONCLUSION

Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of governing committees and provide a point of reference and guidance for the committees and their members. The 2020 TOR are provided for the information of continuing standing committees, and for approval of the Board to confirm the mandate of restructured standing committees.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That the Terms of Reference be approved.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2020 Environmental Services Committee – Terms of Reference



ENVIRONMENTAL SERVICES COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Environmental Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding waste management, resource recovery, climate change and other environmental matters.

The Committee's official name is to be:

Environmental Services Committee

1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
 - i. Regional solid waste function
 - ii. Environmental protection, monitoring and compliance
 - iii. Community climate action
 - iv. Resource recovery opportunities
- b) The Committee will also:
 - i. serve as the Plan Monitoring Advisory Committee for the current Solid Waste Management Plan (SWMP)
 - ii. stand as the steering committee for the revised SWMP
- c) The following committees will report through the Environmental Services Committee:
 - i. Climate Action Inter-Municipal Task Force
 - ii. Integrated Solid Waste and Resource Management Plan Solid Waste Advisory Committee (SWAC)

2.0 ESTABLISHMENT AND AUTHORITY

- a) The committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and committee members.

3.0 COMPOSITION

- a) The Chair, Vice Chairs and members are appointed annually by the Board Chair.
- b) All Board members are permitted to participate in standing committee meetings, but not vote, where an item of local significance is on the agenda (Board resolution Nov. 12, 2014).

4.0 PROCEDURES

- a) The committee shall meet on a monthly basis, except August and December, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any committee member may make a request to the Chair to place a matter on the agenda;
- c) With the approval of the Committee Chair and the Board Chair, committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the committee membership and is required to conduct committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager, Parks & Environmental Services will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by the CRD Board on _____

**REPORT TO THE PARKS & ENVIRONMENT COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 23, 2019**

SUBJECT **2019-2022 Parks & Environment Service Planning**

ISSUE

To provide the Parks & Environment Committee with an overview of relevant initiatives undertaken by the Parks and Environmental Services Department in 2019 and planned for 2020 to deliver on approved Board Priorities and the Corporate Plan.

BACKGROUND

The Board completed its strategic planning early in 2019 and subsequently approved the *Capital Regional District (CRD) Board Strategic Priorities 2019-2022*. Top priorities included:

1. Community Wellbeing – Transportation & Housing
2. Climate Action & Environmental Stewardship
3. First Nations Reconciliation
4. Advocacy, Governance & Accountability

Following Board confirmation of priorities, staff prepared the 2019-2022 CRD *Corporate Plan* to identify potential initiatives to advance Board priorities. The Corporate Plan also identified initiatives to deliver on the CRD's established service mandates, approved plans and corporate priorities. Progress on the priorities is reported quarterly under the corporate priorities dashboard.

Appendix A provides an overview of the Community Needs Summary – Climate Action & Adaptation, Appendix B: Community Needs Summary – Parks & Natural Resource Protection and Appendix C: Community Needs Summary – Landfill & Recycling. Each summary identifies the core service levels and a list of the new initiatives proposed for 2020.

The Service Planning process gathered information necessary to assemble a provisional budget for Committee and Board review. The purpose of this report is to explain how the Climate Action, Regional Parks and Environmental Resource Management provisional budgets connects to Board Priorities and the Corporate Plan.

A staff report (Appendix D) outlines the 2019-2022 Service Planning and Budget Process and was received at the October 2, 2019 Governance and Finance Committee.

ALTERNATIVES

Alternative 1

That the Parks & Environment Committee recommend to the Capital Regional District Board:

That the new initiatives proposed in the provisional budgets related to the Parks & Environment Committee mandate (Appendix A: *Community Needs Summary - Climate Action & Adaptation*, Appendix B: *Community Needs Summary - Parks & Natural Resource Protection* and Appendix C: *Community Needs Summary – Landfill & Recycling*) be advanced to the October 30, 2019 Provisional Budget review process.

Alternative 2

That the new initiatives proposed in the provisional budgets related to the Parks & Environment Committee mandate (Appendix A: Community Needs Summary - Climate Action & Adaptation, Appendix B: Community Needs Summary - Parks & Natural Resource Protection and Appendix C: Community Needs Summary – Landfill & Recycling) be referred back to staff for additional information.

DISCUSSION

Initiatives identified in the Corporate Plan (including Board Priorities) cannot be undertaken without resourcing. The Board determines resourcing through its annual review and approval of financial plans. To support the Board's decision-making, staff, through the service planning process, provide recommendations on funding, timing and service levels.

FINANCIAL IMPLICATIONS

All of the initiatives from the Community Needs Summaries discussed in this report that have a resourcing impact in 2020 are presented in the following table.

Table 1: Community Needs Summary – Climate Action & Adaptation, Parks & Natural Resource Protection and Landfill & Recycling Initiatives 5b-4, 5c-1, 6a-8, 6b-4, 6d-1 and 9b-4.

#	Initiatives	Description	Budget Year	New FTEs for 2020	Budget Impact
Climate & Adaptation					
5b-4	GHGe Reduction through alternative fuel	Determine how to reduce Green House Gas Emissions through an alternative fuel source or by off-setting	2020 - 2022		Included in Provisional Budget
5c-1	Regional Sea Level Rise	Undertake detailed regional sea level rise modeling and mapping to inform local government of flood hazard plans and policies	2019 - 2020		Included in Provisional Budget

#	Initiatives	Description	Budget Year	New FTEs for 2020	Budget Impact
Parks & Natural Resource Protection					
6a-8	Capital Reserve	Increase in funding to Capital Reserve, in order to address high value and critical capital infrastructure in regional parks	2020		Included in Provisional Budget
6b-4	Enhance Parks Operations	Enhance operations service levels	2020	5.0 ongoing	Included in Provisional Budget
6d-1	Engage with First Nations	Undertake engagement with First Nations regarding greater collaboration and Parks management	2020		Absorbed within Core Service
Landfill & Recycling					
9b-4	Electronic Stewardship Attendant *	Electronics Stewardship Attendant	2020	1.0 Ongoing	Already Funded

Climate Action & Adaptation

5b-4

Starting in 2020 the CRD will offset 10,000 GJ of conventional natural gas to renewable natural gas (RNG) within CRD facilities. This was identified as an emissions reduction action in the CRD's Corporate Climate Action Strategy and will reduce the CRD's corporate emissions by approximately 500 tonnes of CO₂e/year, meeting the CRD's 2020 greenhouse gas reduction target. The incremental cost to the organization is \$90,000 per year for two years apportioned to the organization's five largest natural gas using facilities (i.e. CRD Headquarters, Integrated Water Services, Panorama Recreation Centre, SEAPARC Leisure Centre, and Saanich Peninsula Wastewater Treatment Plant). Staff will continue to investigate opportunities for RNG use within CRD facilities sourced from Hartland RNG Initiatives for future years, if approved by the Board.

5c-1

A sea level rise modelling and mapping initiative is currently underway as part of the Capital Region Coastal Flood Inundation Mapping Project in conjunction with tsunami scenario modelling

and mapping (in partnership with CRD Protective Services). Working with an inter-municipal project team, this Project aims to build upon past studies to provide additional regional information to local governments and other community stakeholders about coastal flood hazards related to tsunamis and future sea level rise. A total of \$705,000 in grant funding has been secured through the provincially and federally funded National Disaster Mitigation Program. \$329,250 in funding was provided up front by the Province of BC in 2019. \$375,750 in funding to be provided by Public Safety Canada by claim reimbursement in 2019 and 2020, in which, approximately \$40,000 is expected in 2019 and the remainder in 2020. The Project will be completed in mid-2020.

The project has three distinct Tasks: first to develop a regional digital elevation model (approximately 10% of project budget), second to develop a regional storm surge and future sea level rise model and map (approximately 40% of project budget) and the finally, complete tsunami modelling under a variety of tsunami scenarios (approximately 40% of project budget) . On October 18th, the project team hosted a workshop with regional local governments to further refine the project outputs including confirming data sources, project methodologies and final outputs. Updates will be provided to local governments through the CRD Climate Action Inter-Municipal Working Group and Local Government Emergency Programs Advisory Committee as the project progresses.

Parks & Natural Resource Protection

6a-8

Staff have brought forward a report on this agenda titled Regional Parks – Sustainability that details a proposal to shift 25% of the current funding for the Land Acquisition Fund to parks capital infrastructure projects and seek a minimum of 25% funding from community partners for land acquisition. As the park system expands and the number of people who enjoy our parks grows, resources as currently allocated are no longer sufficient to meet either current or future demands. There are increasing pressures to build new, and maintain and replace existing park assets. This shift in funding, coupled with various budget optimization strategies detailed in the accompanying staff report, will maintain the buying power of the land acquisition fund as it is currently established, ensure adequate funding for renewal of existing infrastructure and maintain service levels for regional parks and trails into the future.

6b-4

As communities continue to grow around Regional Parks and Trails, there is significant pressure on a system that is already nearing capacity in some areas. In order to address park issues that involve recreational impacts, environmental impacts, and visitor use issues during busy park days, and to address increasing user conflicts and Bylaw infractions on trails and in parks, staff propose an additional five operations roles within Regional Parks. The focus of these roles will be on park servicing and maintenance in addition to compliance and enforcement and will include the following:

- Addressing user conflicts on trails and heavily visited parks
- Removal of homeless camps

- Address regulatory issues in the parks (e.g. dogs under control, homelessness, visitor use/recreational conflict)
- Monitor park use permits
- Park operations including servicing park facilities and conducting trail maintenance
- Operational programs such as: annual hazard tree inspections, weekly dam inspections, traffic and trail counter data collection, wildlife monitoring
- Implementation of compliance action plans, conservation action plan and recreation action plans

With regards to homeless camps, staff have removed over 50 so far this year within regional parks. Once established, these camps represent a significant workload, drain on resources, and potential environmental damage. One camp took 33 hours of staff time to clean up and over 60 bags of garbage were collected and disposed.

This past summer Thetis Lake Regional Park was highlighted as an area without adequate compliance and enforcement. This is one example where increased enforcement and a visible presence of a CRD authority in parks is required throughout the year, including weekends.

New funding for these positions, totalling \$265,000, is offset by reducing auxiliary wages within the budget by \$162,000. An additional \$25,000 for supplies, uniforms and IT equipment is required along with three vehicles totalling \$125,000.

6d-1

The scope of this initiative includes the development of an indigenous cultural curriculum that is developed collaboratively with First Nations. This work will be used to enhance current and future CRD staff and the public's understanding of the important connection between Indigenous Peoples and the land. This curriculum will also be used to provide cultural interpretation services to the public within regional parks. Regional Parks and First Nations Relations Division staff will map out a draft scope of services that will then be shared with nine (9) First Nations for review and input, and those First Nations who would like to participate will be invited to sit on a steering committee for the initiative. This work will be absorbed into the core service by realigning the existing interpretive programming offered in Regional Parks.

Landfill & Recycling

9b-4

With the continued expansion of extended producer responsibility (EPR) recycling programs to manage a wide range of end-of-life products including televisions, computers, telephones, audio equipment, outdoor power equipment and small appliances, a dedicated permanent attendant is required to receive these materials from residents and ensure that they are properly and safely sorted, segregated and packed for shipment to the appropriate stewardship agency. Providing residents with the option of recycling this wide range of consumer goods at the Hartland depot complements the many other solid waste and recycling services already provided. This service also provides a last chance recycling option for many goods that may otherwise end up in the

landfill. The CRD is paid service fees by the various EPR stewardship agencies to collect these materials on their behalf and these revenues fund more than half for this attendant. The balance of the funding for this position has been in place in the core budget for four years, and no additional funding is necessary to convert this term position to a permanent FTE.

BOARD PRIORITY IMPLICATIONS

Board approval of the budget/financial plans will enable staff to effectively and efficiently deliver services as outlined in the Board's priorities.

CONCLUSION

Effectively and transparently aligning financial planning to Board Priorities/Corporate Plans is considered a governance best-practise. A number of new initiatives have been identified that have budget or resourcing implications for 2020, 5b-4, 5c-1, 6a-8, 6b-4, and 9b-4 as identified in Appendix A, B and C. Adjustments to the existing funding allocation from the Regional Parks Land Acquisition Fund to infrastructure renewal, in addition to increased support for Regional Parks operations, represent investments in a growing parks system to ensure current and future demands are met.

RECOMMENDATION

That the Parks & Environment Committee recommend to the Capital Regional District Board:

That the new initiatives proposed in the provisional budgets related to the Parks & Environment Committee mandate (Appendix A: *Community Needs Summary - Climate Action & Adaptation*, Appendix B: *Community Needs Summary - Parks & Natural Resource Protection* and Appendix C: *Community Needs Summary – Landfill & Recycling*) be advanced to the October 30, 2019 Provisional Budget review process.

Submitted By:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

LH:cl

Attachments: Appendix A – 2020 Community Needs Summary – Climate Action & Adaptation
Appendix B – 2020 Community Needs Summary – Parks & Natural Resource Protection
Appendix C – 2020 Community Needs Summary – Landfill & Recycling
Appendix D – 2019-2022 Service Planning and Budget Process

COMMUNITY NEED SUMMARY

Climate Action & Adaptation

Strategy

Target Outcome
We envision reduced GHG emissions, triple-bottom-line solutions and progress on adaptation.

Related Strategies	
<ul style="list-style-type: none">• Corporate Climate Action Strategy• Regional Climate Action Strategy• Regional Growth Strategy• Regional Water Supply Strategic Plan	<ul style="list-style-type: none">• Special Task Force on First Nations Relations• Statement of Reconciliation• Solid Waste Management Plan

Core Service Levels
<p>Community Climate Action</p> <p>Support local governments in climate goals/commitments, liaise and advocate to senior levels of government. Provide climate data and indicators, public education and outreach.</p>
<p>Corporate Climate Action</p> <p>Support the organization with its corporate climate goals/commitments, develop and monitor corporate policies related to climate action, undertake annual reporting, support corporate building and fleet emission reduction and climate preparedness initiatives.</p>

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
5a-1	Climate Emergency	Declare a Climate Emergency & take a leadership role to pursue regional carbon neutrality by 2030	2020-2022		Absorbed in core service

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
5a-2	Collaborate with local governments	Work with local governments to further reduce emissions from buildings, transportation & solid waste	2020-2022		Absorbed in core service
5a-3	Model Bylaws	Develop model bylaws and best practices for use by municipalities and Electoral Areas	2020-2022		Absorbed in core service
5a-4	Facilitate networks	Utilize formal networks to support inter-municipal coordination & undertake regional programs	2020-2022		Absorbed in core service
5a-5	Create partnerships	Increase number of strategic partnerships to achieve community mitigation & adaptation goals	2020-2022		Absorbed in core service
5b-1	Reduce corporate emissions	Identify & implement projects to reduce corporate GHG emissions, referencing the Corporate Climate Action Strategy	2020-2022		Absorbed in core service
5b-2	Landfill Gas Usage	Determine best use of landfill gas to achieve the CRD's corporate targets in conjunction with the Solid Waste Management Plan	2020		Absorbed in core service
5b-3	Corporate strategies	Identify corporate mitigation & adaptation strategies that could most benefit from seed funding	2020-2022		Absorbed in 5b-1
5b-4	GHGe Reduction through alternative fuel	Determine how to reduce Green House Gas Emissions through an alternative fuel source or by off-setting	2020 - 2022		Included in Provisional Budget

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
5b-6	Corporate Climate Action Strategy	Update Corporate Climate Action Strategy with objective of pursuing carbon neutrality	2020 - 2021		Absorbed in 5b-1
5c-1	Regional Sea Level Rise	Undertake detailed regional sea level rise modeling & mapping to inform local government of flood hazard plans & policies	2019 - 2020		Included in Provisional Budget
5c-2	Regional Climate Action Strategy	Advance progress on regionally coordinated climate & energy policy approaches & clarify CRD's role, including updating the Regional Climate Action Strategy.	2020		Already funded

Business Model

Value Proposition
<p>Environmental Protection</p> <p>The Environmental Protection division provides corporate leadership and regulatory coordination for climate action through strategic planning, mitigation and adaptation research, reports, public education and project delivery.</p>
<p>Environmental Resource Management</p> <p>The Environmental Resource Management division minimizes impacts to the environment by promoting waste reduction to the community and efficiently and effectively managing the region's solid waste in an environmentally, socially and economically responsible manner.</p>
Who Contributes
<p>All municipalities & EAs participate in these services.</p>

Metrics

Metric #1

Target: Decrease community GHG emissions by 33% from 2007 levels by 2020 and 61% by 2038.

Current Status: Progress toward this target remains unknown due to incomplete Provincial Community Energy and Emissions Inventory data since the year 2010. In light of this, the CRD plans to complete a regional GHG inventory in late 2019.

Metric #2

Target: Decrease corporate GHG emissions by 33% from 2007 levels by 2020.

Current Status: In 2018, CRD operations produced 2,299 tonnes CO₂e. This represents an 18% reduction compared to 2007 levels.



COMMUNITY NEED SUMMARY

Parks & Natural Resource Protection

Strategy

Target Outcome

We envision additional land acquisitions and increased access to parks and recreational trails.

Related Strategies

- | | |
|--|--|
| <ul style="list-style-type: none"> • Regional Climate Action Strategy • Regional Parks Strategic Plan • Land Acquisition Strategy | <ul style="list-style-type: none"> • Special Task Force on First Nations Relations • Statement of Reconciliation |
|--|--|

Core Service Levels

Planning, Resource Management & Development

Contribute to effective and efficient decision making through plan and policy development, natural and cultural resource management, capital development planning, project management and geographic mapping; development of the Strategic Plan and park management plans; provide oversight of the land acquisition program; and guide the implementation of scientific and technical work related to environmental management.

Regional Parks Operations

Responsible for the daily operations and maintenance of regional parks, attending to nature centres, campgrounds, washrooms, trails, beaches, picnic areas, parking lots, bridges, kiosks and signs; implementing restoration projects and overseeing park safety and security, including bylaw enforcement and fire management.

Visitor Services

Connect people with the natural environment, conduct social science research and planning, provides park volunteer opportunities for residents, cultivate community partnerships and

provide administrative services; provides web-based park information and publications to the public, and issue park use permits for group picnic shelters and special events

Regional Trails

Manage Regional Trails system to protect and operate three regional trails that provide a transportation and recreation function and that provide non-motorized trails for active transportation and recreation to connect municipalities, electoral areas and the region with adjacent jurisdictions.

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
6a-1	Regional Parks Strategy Update	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 & park user groups	2020 - 2021		Absorbed in Core Service
6a-8	Capital Reserve*	Increase in funding to Capital Reserve, in order to address high value and critical capital infrastructure in regional parks	2020		Included in Provisional Budget
6b-1	Invasive Species Management	Provide residents with information for advancing with invasive species management by increasing the number of partnerships	2020-2022		Already funded

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
6b-2	Environmental Stewardship Programs	Pursue stakeholders to be involved with stewardship programs	2020-2022		Absorbed in Core Service
6b-3	Environmental Stewardship Volunteers	Leverage volunteer hours for restoration & stewardship	2020		Absorbed in Core Service
6b-4	Enhance Parks Operations*	Enhance operations service levels	2020	5.0 ongoing	Included in Provisional Budget
6d-1	Engage with First Nations	Undertake engagement with First Nations regarding greater collaboration & Parks management *	2020-2022		Absorbed within Core Service
6e-1	Land Acquisition Fund Renewal	Determine renewal of Land Acquisition Fund beyond 2019 & use of those funds for capital improvements, as well as land purchases	2020		Absorbed in Core Service
6f-1	Dog Management Policy Framework	Dog Management Policy Framework for Regional Parks and Trails	2020		Absorbed in Core Service

* New - Initiatives not in the 2019-2022 Corporate Plan

Business Model

Value Proposition
<p>Regional Parks</p> <p>The Regional Parks division protects and manages approximately 13,000 hectares of natural area in 30 regional parks and three regional trails, and supports approximately 8 million visits per year, thereby improving the well-being and enjoyment of residents throughout the region.</p>
<p>First Nations</p> <p>The First Nations Relations division enhances relationships with First Nations by streamlining the CRD's cross-departmental approach to First Nations engagement, increasing the CRD's profile as a relevant government to First Nations needs and aspirations, and providing advice to the Board, executive leadership and staff on developing relationships.</p>
<p>Environmental Protection</p> <p>The Environmental Protection division protects the environment by monitoring and assessing liquid and solid waste, enforcing environmental bylaws and promoting best practices of water consumption, waste reduction and climate action to the community.</p>
Who Contributes
<ul style="list-style-type: none">• All municipalities• All EAs

Metrics

Metric #1

Target: 100% of critical infrastructure in good or better condition.

Current Status: Currently 75% of major critical infrastructure within the Regional Parks and Trails system are in good or very good condition.

Metric #2

Target: Maintain a visitor experience satisfaction rate of 85% or better for Regional Parks and Trails.

Current Status: The 2017 resident survey demonstrated a satisfaction rating of 85%. This survey will be conducted again in 2022.

Metric #3

Target: An average annual parks and trails asset renewal investment of \$2.5 million.

Current Status: Current average annual parks and trails asset renewal capital investment is \$1.6 million/year.

Metric #4

Target: A 25% contribution of land acquisition funding from community partners.

Current Status: To date, community partners in land acquisitions have contributed almost \$16.8M, representing 27% of overall costs.

Metric #5

Target: Maintain a volunteer base of greater than 500 people.

Current Status: The current number of active volunteers (2018) is 526 people.

COMMUNITY NEED SUMMARY

Landfill & Recycling

Strategy

Target Outcome

We envision minimizing waste disposal and maximizing waste diversion.

Related Strategies

- [Solid Waste Management Plan](#)

Core Service Levels

Diversion Services

Responsible for solid waste management planning in the Capital Region, including policy and program development to increase waste reduction or recycling.

Landfilling Services

Ensure regional landfill capacity with the operation of the CRD's Hartland Landfill. Ongoing capital and operating investments are made at Hartland to ensure compliance with BC Ministry of Environment landfill regulations, including leachate and landfill gas management infrastructure.

Resource Recovery Services

Installation and operation of landfill collection and utilization infrastructure at Hartland Landfill to ensure landfill gas (methane) destruction and compliance with provincial environmental regulations. Seek to maximize the environmental and financial benefits of Hartland Landfill gas utilization.

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
9a-1	Resource Recovery and Waste Reduction	Explore additional opportunities for resource recovery & identify best practices to further reduce waste, increase recycling & find beneficial uses for waste	2020		Absorbed in Core Service
9a-2	Infoline Support *	Supplement infoline position for Solid Waste Management Plan (SWMP) support	2020		Absorbed in Core Service
9b-1	Public Awareness of Extended Producer Responsibility	Increase level of awareness of residents about Extended Producer Responsibility programs, proper recycling & waste disposal options	2020		Absorbed in Core Service
9b-2	SWMP Update	Update Solid Waste Management Plan, including determining how to optimize landfill gas utilization	2020		Already funded
9b-3	Controlled Waste Permits *	Additional staff support for Hartland Controlled Waste Permit	2020		Already Funded
9b-4	Electronic Stewardship Attendant *	Electronics Stewardship Attendant	2020	1.0 Ongoing	Already Funded
9c-1	Changing Recycling Markets	Monitor global recycling markets & consult with solid waste industry stakeholders	2020		Absorbed in Core Service

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
9d-1	Hartland Landfill Longevity	Extend the life of Hartland landfill to 2100 & beyond through waste reduction & diversion programs and the development of new landfill design options	2020		Absorbed in Core Service
9e-1	Organic Waste Processing Procurement	Initiate the procurement process for in-region, or near in-region, kitchen scraps/yard waste organics processing capacity	2020		Absorbed in Core Service

* New - Initiatives not in the 2019-2022 Corporate Plan

Business Model

Value Proposition
<p>Environmental Resource Management</p> <p>The Environmental Resource Management division minimizes impacts to the environment by promoting waste reduction to the community and efficiently and effectively managing the region's solid waste in an environmentally, socially and economically responsible manner.</p>
<p>Engineering & Facilities Management</p> <p>The Engineering & Facilities Management division provides professional engineering and project management services, ensures project stewardship and procurement standards are maintained, and delivers building management and inter-divisional services at 15 locations upon request.</p>
<p>Environmental Protection</p> <p>The Environmental Protection division provides regulatory monitoring and reporting, waste control programs and public education and outreach for waste reduction.</p>

Who Contributes

- The solid waste service is 100% funded by landfill tipping fees and recycling program revenues. There is no tax requisition required to run this CRD service.

Metrics

Metric #1

Target: The BC Government has set a 2020 solid waste disposal target rate of 350 kg/person per year.

Current Status: Currently, CRD is at 407 kg/person per year, which is less than the provincial average of 506 kg/person (2017).

Metric #2

Target: Capture 75% of landfill gas captured at Hartland landfill.

Current Status: Current capture rate is 66%.

Metric #3

Target: Waste compaction rate at Hartland Landfill of 850 kg/m³.

Current Status: Current waste compaction rate at the landfill exceeds the target at 1160 kg/m³.



Making a difference...together

REPORT TO THE GOVERNANCE AND FINANCE COMMITTEE MEETING OF WEDNESDAY, OCTOBER 2, 2019

SUBJECT 2019-2022 Service Planning and Budget Process

ISSUE

To provide the Governance and Finance Committee with an overview of initiatives undertaken in 2019 and planned for 2020 to deliver on approved Board Priorities and the Corporate Plan.

BACKGROUND

The Board completed its strategic planning early in 2019 and subsequently approved the *CRD Board Strategic Priorities 2019-2022*. Top priorities included:

1. Community Wellbeing – Transportation & Housing
2. Climate Action & Environmental Stewardship
3. First Nations Reconciliation
4. Advocacy, Governance & Accountability

Related to the above, the Board also identified 18 specific initiatives to be started/completed over its four-year term (Attachment 1).

Following Board confirmation of priorities, staff prepared the 2019-2022 CRD *Corporate Plan* to identify potential initiatives to advance Board Priorities. The Corporate Plan also identified initiatives to deliver on the CRD's established service mandates, approved plans and corporate priorities. Progress on the priorities is reported quarterly under the Corporate Priorities Dashboard.

Following completion of the Corporate Plan, staff commenced annual Service Planning. The Service Planning process identified resource implications to implement the Corporate Plan initiatives (including Board Priorities) as well as proposed adjustments to service levels and other departmental initiatives. The Service Planning process gathered information necessary to assemble a provisional budget for Committee and Board review.

DISCUSSION

Initiatives identified in the Corporate Plan cannot be undertaken without resourcing. The Board determines resourcing through its annual review and approval of financial plans. To support the Board's decision-making, staff, through the Service Planning process, provide recommendations on funding, timing and service levels to achieve the initiatives in the Corporate Plan.

In past years, service planning was undertaken division-by-division, with review and consideration of alignment and connection to Board Priorities and the Corporate Plan made primarily at the executive level. Staff have revised the Service Planning process to better align budget proposals to Board Priorities.

The revised Service Planning process centres on the preparation of business cases that outline the operational and cost implications of each initiative in the Corporate Plan as well as any proposed new operational initiatives. Specifically, the business cases capture the following information:

- drivers for new initiatives (is it a Board Priority, Corporate Priority or an initiative from an approved strategic plan?);
- community needs being responded to;
- how the initiative will make a difference;
- whether there is a need for additional resources;
- timing of the proposed initiative;
- cross-divisional staff effort required to complete the initiative;
- costs;
- funding sources;
- readiness to proceed;
- alternatives; and
- risks.

Divisional Managers completed business cases for their areas of responsibility, much like they previously completed divisional service plans. Departmental General Managers reviewed the business cases. Finally, the Executive Leadership Team assessed the business cases and prioritized/recommended those now being advanced for Committee/Board approval. Business cases were prepared and reviewed in consideration of the core service mandate and responsibility, key drivers, community needs, the most effective service delivery approach and the impact on other departments in the organization. In addition, departments identified the value proposition and key performance metrics associated with each community need.

Among the Board-directed initiatives, the items being advanced to the Standing Committees and Commissions are either currently underway or if requiring additional resources, have been incorporated in the proposed 2020 provisional budget. Remaining items are proposed to be considered for the 2021-2022 budgets unless Committees/Commissions direct advancing these initiatives earlier. Staff have also identified a number of departmental initiatives that will advance items that are strategies or have been identified by Committees and Commissions. The proposed new initiatives that require additional funding have been reflected in the provisional budget.

IMPLICATIONS

Committee/Commission/Board feedback on proposed new initiatives will be used to finalize budgets and financial plans. The budget review will identify the impact of core inflation, highlight key cost drivers, and explain changes in year over year costs. The provisional budget has been prepared in alignment with the Board approved budgeting guidelines and will be presented at the October 30, 2019 Committee of the Whole meeting.

Board approval of the budget/financial plans will enable staff to effectively and efficiently deliver services. Service delivery feedback will set the stage for the Board's annual review of its priorities.

CONCLUSION

Staff has revised the Service Planning process to effectively and transparently align financial planning to implement Board Priorities and the Corporate Plan. As this is a significant process change additional work will be undertaken to improve this process each year. The initiatives brought forward for 2020 have been evaluated in consideration of the organizational capacity, alignment with existing core service delivery and with regard to the financial impacts.

RECOMMENDATION

That the Governance and Finance Committee received this report for information.

Submitted by:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachments: Attachment 1 - 2019-2022 CRD Board Priorities on a Page

Priorities	Community Wellbeing – Transportation & Housing	Climate Action & Environmental Stewardship	First Nations Reconciliation	Advocacy, Governance & Accountability
Initiatives	<ul style="list-style-type: none"> Work with government/community partners to plan for and deliver an effective, long-term regional multi-modal transportation system and to increase use of public transit, walking and cycling. Protect the E&N Corridor as a transportation corridor and participate in a Provincial working group to come to agreement on the future use of the E&N corridor. Create and deliver more affordable housing across the region in a manner aligned with the Regional Growth Strategy in order to address the needs of a diverse & growing population, including vulnerable residents. 	<ul style="list-style-type: none"> Declare a Climate Emergency and take a leadership role to pursue regional carbon neutrality by 2030. Work with local governments to further reduce emissions from buildings, transportation and solid waste. Explore additional opportunities for resource recovery and identify best practices to further reduce waste, increase recycling and find beneficial uses for waste. Ensure appropriate funding for parks and trails infrastructure, improvements and maintenance by updating the Regional Parks Strategy with consideration to ecological, recreation and reconciliation principles, land acquisition capacity, and expanded partnerships with First Nations and parks user groups. Develop model bylaws and best practices for use by municipalities and electoral areas. 	<ul style="list-style-type: none"> Look to First Nations for leadership in understanding how to create new regional planning and decision-making systems together on their Traditional Territories. Seek partnerships, share information and deliver fair and equitable services in working with First Nations on achieving their economic goals. Work with First Nations on taking care of the land and water while providing space for cultural and ceremonial use, food and medicine harvesting, traditional management practices and reclaiming Indigenous place names. Prepare an ecological asset management plan that includes natural infrastructure, First Nations guiding principles, First Nations language and place names, historical uses and invasive species management. 	<ul style="list-style-type: none"> Develop an advocacy strategy to ensure all occupied properties have the opportunity to access high-speed internet services. Develop a comprehensive strategy and operational review to reflect the unique needs and governance of each electoral area. Explore more comprehensive regional coordination of emergency services, including an assessment of regional hazards, risks and vulnerabilities. Achieve triple bottom-line sustainable budgets through innovation and streamlining while recognizing the need for infrastructure revitalization and accountability to taxpayers. Seek 100% participation in the CRD arts function and facilitate a discussion of the region's art facility needs. Explore how the CRD can best contribute to regional economic development.
Desired Outcomes	<ul style="list-style-type: none"> We envision that residents have access to affordable housing and convenient, green and affordable multi-modal transportation systems that enhance community wellbeing. 	<ul style="list-style-type: none"> We envision reduced GHG emissions, triple-bottom line solutions and progress on adaptation. 	<ul style="list-style-type: none"> We envision strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals. 	<ul style="list-style-type: none"> We envision effective advocacy, coordinated, collaborative and transparent governance of our committees and commissions, and fiscal/corporate accountability.

CRD Corporate Priorities on a Page

Business Capacity & Continuity

We will further advance our workforce planning and Organizational Health & Safety programs to support organizational capacity and resilience.

Efficiency & Collaboration

We will develop a partnership directory and guidelines document to guide staff and existing/potential partner groups and enable greater collaboration.

Fiscal Responsibility

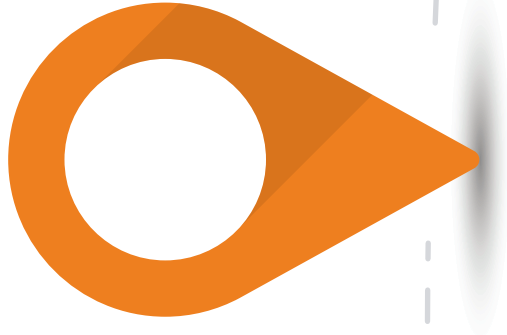
We will integrate asset management and risk analysis into our capital planning processes to strengthen our fiscal management practices and support resource sustainability.

Customer Service

We will enhance our systems and policies to respond to evolving best practices, adhere to legislative requirements, and provide efficient, accessible, customer service.

Transparency

We will streamline our service planning tools and establish KPIs to effectively track and report progress on Board Priorities, Corporate Priorities and operational service activities, thereby enhancing accountability.



COMMUNITY NEED SUMMARY (REVISED)

Parks & Natural Resource Protection

Strategy

Target Outcome

We envision additional land acquisitions and increased access to parks and recreational trails.

Related Strategies

- | | |
|--|--|
| <ul style="list-style-type: none"> • Regional Climate Action Strategy • Regional Parks Strategic Plan • Land Acquisition Strategy | <ul style="list-style-type: none"> • Special Task Force on First Nations Relations • Statement of Reconciliation |
|--|--|

Core Service Levels

Planning, Resource Management & Development

Contribute to effective and efficient decision making through plan and policy development, natural and cultural resource management, capital development planning, project management and geographic mapping; development of the Strategic Plan and park management plans; provide oversight of the land acquisition program; and guide the implementation of scientific and technical work related to environmental management.

Regional Parks Operations

Responsible for the daily operations and maintenance of regional parks, attending to nature centres, campgrounds, washrooms, trails, beaches, picnic areas, parking lots, bridges, kiosks and signs; implementing restoration projects and overseeing park safety and security, including bylaw enforcement and fire management.

Visitor Services

Connect people with the natural environment, conduct social science research and planning, provides park volunteer opportunities for residents, cultivate community partnerships and

provide administrative services; provides web-based park information and publications to the public, and issue park use permits for group picnic shelters and special events

Regional Trails

Manage Regional Trails system to protect and operate three regional trails that provide a transportation and recreation function and that provide non-motorized trails for active transportation and recreation to connect municipalities, electoral areas and the region with adjacent jurisdictions.

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
6a-1	Regional Parks Strategy Update	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 & park user groups	2020 - 2021		Absorbed in Core Service
6a-8	Capital Reserve*	Increase in funding to Capital Reserve, in order to address high value and critical capital infrastructure in regional parks	2020		Included in Provisional Budget
6b-1	Invasive Species Management	Provide residents with information for advancing with invasive species management by increasing the number of partnerships	2020-2022		Already funded

#	Initiatives	Description	Budget Year	New FTEs For 2020	Budget Impact
6b-2	Environmental Stewardship Programs	Pursue stakeholders to be involved with stewardship programs	2020-2022		Absorbed in Core Service
6b-3	Environmental Stewardship Volunteers	Leverage volunteer hours for restoration & stewardship	2020		Absorbed in Core Service
6b-4	Enhance Parks Operations*	Enhance operations service levels	2020	5.0 ongoing	Included in Provisional Budget
6b-5	Mountain Bike Policy*	Develop an overarching approach to mountain biking in CRD Regional Parks	2020-2021		Included in Provisional Budget
6d-1	Engage with First Nations	Undertake engagement with First Nations regarding greater collaboration & Parks management *	2020-2022		Absorbed within Core Service
6e-1	Land Acquisition Fund Renewal	Determine renewal of Land Acquisition Fund beyond 2019 & use of those funds for capital improvements, as well as land purchases	2020		Absorbed in Core Service
6f-1	Dog Management Policy Framework	Dog Management Policy Framework for Regional Parks and Trails	2020		Absorbed in Core Service

* New - Initiatives not in the 2019-2022 Corporate Plan

Business Model

Value Proposition

Regional Parks

The Regional Parks division protects and manages approximately 13,000 hectares of natural area in 30 regional parks and three regional trails, and supports approximately 8 million visits per year, thereby improving the well-being and enjoyment of residents throughout the region.

First Nations

The First Nations Relations division enhances relationships with First Nations by streamlining the CRD's cross-departmental approach to First Nations engagement, increasing the CRD's profile as a relevant government to First Nations needs and aspirations, and providing advice to the Board, executive leadership and staff on developing relationships.

Environmental Protection

The Environmental Protection division protects the environment by monitoring and assessing liquid and solid waste, enforcing environmental bylaws and promoting best practices of water consumption, waste reduction and climate action to the community.

Who Contributes

- All municipalities
- All EAs

Metrics

Metric #1

Target: 100% of critical infrastructure in good or better condition.

Current Status: Currently 75% of major critical infrastructure within the Regional Parks and Trails system are in good or very good condition.

Metric #2

Target: Maintain a visitor experience satisfaction rate of 85% or better for Regional Parks and Trails.

Current Status: The 2017 resident survey demonstrated a satisfaction rating of 85%. This survey will be conducted again in 2022.

Metric #3

Target: An average annual parks and trails asset renewal investment of \$2.5 million.

Current Status: Current average annual parks and trails asset renewal capital investment is \$1.6 million/year.

Metric #4

Target: A 25% contribution of land acquisition funding from community partners.

Current Status: To date, community partners in land acquisitions have contributed almost \$16.8M, representing 27% of overall costs.

Metric #5

Target: Maintain a volunteer base of greater than 500 people.

Current Status: The current number of active volunteers (2018) is 526 people.

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 19, 2020

SUBJECT Victoria Plaza Hotel – Debris Disposal

ISSUE SUMMARY

To inform the committee of the impacts on Hartland Landfill airspace from the disposal of the Victoria Plaza Hotel fire debris.

BACKGROUND

On May 6, 2019, the derelict Victoria Plaza Hotel, located at the corner of Pandora and Government Streets, erupted in fire, largely destroying the approximately 100-year-old, four-storey structure. The remnants of the 16,000 square foot building could not be saved and were subsequently demolished. Given that the hotel was known to contain asbestos and that all of the debris had ended up being mixed as part of the effort to put out the fire, all of the debris needed to be managed on the assumption that it contained asbestos as a precaution to ensure worker safety. Accordingly, all of the debris was delivered to Hartland Landfill as asbestos-containing waste and landfilled in controlled waste trenches.

Although the fire had consumed a significant portion of the structure, a large amount of debris remained and a total of 186 truckloads of waste, totalling over 1,400 tonnes, were received at Hartland for disposal. The landfill air space consumed by the debris represents about 40% of all the controlled waste air space typically consumed over an entire year and highlights the potential an earthquake or other natural disaster has to consume a large amount of landfill space.

For comparison, the magnitude 6.3 earthquake in Christchurch, New Zealand in 2011 resulted in hundreds of buildings either collapsing or requiring immediate demolition. This generated approximately 1 to 1.5 million tonnes of debris by one estimate, while another estimate indicated that an earthquake will ultimately produce 4 million tonnes of debris once all condemned structures are finally demolished. A goal of 50% debris recycling was set for the main debris management facility, with the understanding that additional recycling of materials such as metals was/is being conducted at the demolition sites directly. One estimate indicated that the debris will equate to 20 years' worth of municipal solid waste from the city. A similar seismic event in the capital region could be expected to generate a comparable amount of damage and debris.

Authority for disaster debris management in BC rests with municipalities and not regional districts. The municipality with the biggest potential for significant disaster debris in a seismic event is the City of Victoria due to the large number of non-reinforced masonry buildings in the downtown core. It is understood that City staff are developing a disaster debris management plan that will include options to minimize the amount of solid waste being sent to the landfill. City staff expect to be conducting an engagement process on a draft plan that will include Capital Regional District (CRD) staff early in 2020.

In Metro Vancouver, a regional approach to disaster debris management (DDM) was coordinated by the Integrated Partnership for Regional Emergency Management (IPREM). This is an

intergovernmental partnership between the Province of BC and Metro Vancouver (21 municipalities, one Treaty First Nation and one Electoral Area). IPREM was formed to coordinate regional emergency management planning activities. The Joint Municipal Regional Disaster Debris Management Operational Plan (2017) provides a framework for disaster debris management for the Metro Vancouver region. This Plan enables Local Authorities to collaborate and coordinate effort, DDM resources and communications to maintain continuity and recover from emergencies.

The Capital Region has a similar agreement with Emergency Management BC, the Regional Emergency Management Partnership (REMP), with the same objective to improve the coordination of emergency planning activities across the region. Disaster debris management falls under this as a potential regional emergency planning initiative and has been identified by our regional partners as an important project that REMP should consider for inclusion in future work planning.

CONCLUSION

In May 2019, the Victoria Plaza Hotel erupted in fire, largely destroying the building and the debris from the fire and building demolition totalled some 186 truckloads of material that were sent to Hartland Landfill for disposal as asbestos-containing waste. This clean-up highlighted the potential an earthquake or other natural disaster has to consume a large amount of landfill space. In this region, the City of Victoria is most at risk for having a large amount of disaster debris in a seismic event and its staff are preparing a disaster debris management plan that is expected to be finalized later this year. Additional disaster debris management planning at the regional level could be coordinated by REMP to establish a plan similar to that developed by IPREM in Metro Vancouver.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:

That this report be received for information.

Submitted by:	Tom Watkins, Acting Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 19, 2020**

SUBJECT **Millstream Meadows – District of Highlands Correspondence**

ISSUE SUMMARY

Response to communication from the District of Highlands (Highlands) regarding *Mines Act* Permit Application #1610713 (Appendix A).

BACKGROUND

The Millstream Meadows site is a 32-acre property that was used for the unregulated disposal of septage and other trucked liquid waste between the early 1940s and 1985. The Capital Regional District (CRD) acquired the property in 1984 and closed the site in 1985. Since then, the CRD and the BC Ministry of Forests, Lands and Natural Resource Operations and Rural Development (FLNRORD), which handles the provincial contaminated sites liabilities, have worked cooperatively to investigate and remediate contamination at the property, with the end goal of divestiture. The overall project approach, schedule and budget is managed in cooperation with, and approved by, FLNRORD.

The CRD has implemented a multi-phased investigation to delineate the degree and extent of contamination, which is a requirement of the BC *Environmental Management Act*. The CRD, with FLNRORD, intends to complete regulatory investigations and assessments necessary to remediate the site by the end of this year.

Upon completion of remediation, the CRD and FLNRORD will seek a Certificate of Compliance. By definition, this certificate demonstrates that the property does not pose any unacceptable risk to human health or the environment, and also allows the site to be developed for economic purposes.

Millstream Meadows lies in an area of mixed land uses. The parcel immediately to the south is the subject of a *Mines Act* permit application to the Ministry of Energy, Mines and Petroleum Resources (EMPR) to remove overburden and bedrock for the purposes of aggregate extraction. The community, through the Highlands District Community Association (Community Association), has expressed concern that the proposed mining activities could affect migration of Millstream Meadows related groundwater contamination.

In November 2019, Highlands requested that the CRD consider the concerns raised by the Community Association with respect to the potential impact of proposed aggregate extraction on residual contamination at the CRD Millstream Meadows site. In the communication, the Community Association specifically requests that the CRD:

1. demonstrate no undue risk to public in future from proposed Mines Act Permit Application; and
2. expeditiously intervene in the Mines Act Permit Application to share concern of potential risk with the Ministry.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:

That the Capital Regional District Board respond to the District of Highlands and the Highlands District Community Association recommending they raise their concerns with the appropriate provincial authority (Ministry of Energy, Mines and Petroleum Resources) to ensure activities permitted under the *Mines Act* do not have an adverse impact on drinking water resources in the District.

Alternative 2

The Environmental Services Committee recommends to the Capital Regional District Board:

That the Capital Regional District Board direct staff to engage Ministry of Energy, Mines and Petroleum Resources with all available Capital Regional District Millstream Meadows site information.

IMPLICATIONS

Environmental Implications

Although there is residual contamination at the CRD Millstream Meadows site, the property is closed to the public and there are no current exposure pathways for nearby residents to come into contact with any contamination. Additionally, there is no evidence of site-related groundwater contamination observed in any offsite domestic or compliance monitoring wells. Planned 2020 project activities are to complete the site investigations and develop a plan to ensure there are no unacceptable future risks associated with redevelopment of the CRD Millstream Meadows site.

Intergovernmental Implications

The CRD and FLNRORD have a Memorandum of Understanding to remediate the site to industrial land use standards and sell the property after the site is certified by the provincial regulator. The work will demonstrate there are no unacceptable risks associated with any residual contamination at the site. The CRD and FLNRORD have shared all available information with EMPR; more information will be available as the CRD completes its investigations at Millstream Meadows. The CRD does not have jurisdiction or standing to intervene in applications pursuant to the BC *Mines Act*. The application for the adjacent property is the responsibility of the applicant to demonstrate their activities align with the *Mines Act* and do not represent any unacceptable risks to surrounding properties. EMPR is the provincial regulator responsible for that process.

CONCLUSION

Highlands requested the CRD to consider concerns raised by their Community Association pertaining to proposed gravel extraction on a parcel of land adjacent to Millstream Meadows. Those concerns relate to mining activities that could impact the regional drinking water aquifer. Comprehensive evaluation of permit applications under the *Mines Act* are the responsibility of the

provincial government (EMPR). Staff recommend that the CRD Board write a letter to Highlands and their Community Association encouraging them to raise their concerns with the appropriate provincial authority (EMPR) to ensure activities permitted under the *Mines Act* do not have an adverse impact on drinking water resources in the District.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:

That the Capital Regional District Board respond to the District of Highlands and the Highlands District Community Association recommending they raise their concerns with the appropriate provincial authority (Ministry of Energy, Mines and Petroleum Resources) to ensure activities permitted under the *Mines Act* do not have an adverse impact on drinking water resources in the District.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: November 20, 2019 Correspondence from the District of Highlands



File: 0400.05.03
November 20, 2019

Emailed November 20: EGorman@crd.bc.ca

Capital Regional District
Legislative Services
625 Fisgard Street
Victoria, BC V8W 1R7

Atten: Emilie Gorman, Manager

Dear Ms. Gorman:

Re: November 9, 2019 Highland District Community Association's Letter to Chair Isitt, CRD Parks and Environment Committee Regarding Mines Act Permit Application #1610713, Impact on Millstream Meadows Long Term Remediation and Risks

On Monday, November 18, 2019, Council of the District of Highlands passed the following motion regarding the above noted correspondence from the Highland District Community Association to Chair Isitt, CRD Parks and Environment Committee regarding Mines Act Permit Application #1610713:

That in respect to the Highland District Community Association's November 9, 2019 letter to Mr. Ben Isitt, Chair of the CRD Parks and Environment Committee, it be communicated to the Capital Regional District Board that Council supports ensuring that the concerns raised by the HDCA are considered by the CRD in respect to the potential impact on the Millstream Meadows property remediation as a result of the proposed quarry activities on the adjacent property.

Please contact the undersigned if you require additional information.

Yours truly,

Tina Neurauter
Corporate Officer

Attachment – HDCA Nov. 9, 2019 letter



Highlands District Community Association
1980 Millstream Rd
Victoria BC
V9B 6H1

Mr. Ben Isitt
Chair
Parks & Environment Committee
Capital Regional District
625 Fisgard St.
Victoria, BC. V8W 1R7

November 9th, 2019

**Re. Mines Act Permit Application #1610713
Impact on Millstream Meadows Long Term Remediation and Risks**

The purpose of this letter is to express the concerns of the Highland District Community Association (HDCA) regarding the potential movement of contaminants in the Millstream Meadows property due to the proposed strip mining of the adjacent property that is subject to a mine application by OK Industries (OKI). The HDCA understands that the CRD is focusing its efforts on looking for evidence that the contaminants are either moving or somehow safely isolated and contained within the Millstream Meadows property. The HDCA appreciates the enormous effort the CRD continues to invest to remediate the site.

In its careful review of OKI's consulting reports, filed in support of its mine application, the HDCA has found that the quarry that the company proposes to excavate, immediately adjacent to Millstream Meadows, will be extraordinarily deep and lack any effective absorption capability. OKI has not provided any evidence dealing with the anticipated behavior of the pockets of contaminant once the enormous volume of rock and over burden are removed. Our concern is that the mine activity will change the hydrostatic pressure on the south side of Millstream Meadows affecting the behavior, direction and speed of flow of the contaminants. The HDCA appreciates how difficult it may be to confidently predict the future behavior of the Meadows' contaminants once the hydrostatic pressure is changed. Accordingly, the Association asks the CRD to consider this issue and either: demonstrate there is no undue risk to the public and taxpayers in the future (including after receipt of a Certificate of Compliance); expeditiously intervene in the Mine Permit Application to share a concern of potential risks with the Ministry; or ask the Ministry to put a hold on the application until this can be studied further.

The HDCA is hyper-vigilant about ground water protection, since Highland residents are solely dependent on the underlying aquifers for drinking water. These aquifers are Highlands' most valued Natural Asset (e.g. our Sooke reservoir). Therefore, the HDCA wants to ensure that the CRD has fully considered the risk of the quarrying activities (and altered hydrostatic pressure on Millstream Meadows property) on Highlands ground water, including the potential for introducing health concerns and impacting property values.

Recently, the Association heard from Peninsula Streams on its federally funded efforts to restore the Upper Millstream for as many as 5000 coho per year. It would of course be catastrophic to these efforts if the Millstream Meadows contaminants reached surface in OKI's proposed quarry. The HDCA would therefore also like to ensure that the CRD has considered this risk.

The Highland District Community Association

For your information, Highlands Council has responded on two occasions to the referral related to the Mine Permit Application and in each case expressed solid opposition...

<https://www.highlands.ca/AgendaCenter/ViewFile/Item/3612?fileID=4210>

[https://www.highlands.bc.ca/DocumentCenter/View/7249/June-6 OK-Industries-Ltd-Mines-Act-Permit-Application-2](https://www.highlands.bc.ca/DocumentCenter/View/7249/June-6%20OK-Industries-Ltd-Mines-Act-Permit-Application-2)

Highlands Council has also recently launched a process to update the Official Community Plan for the South Highlands area. This update will engage residents and business owners in the South Highlands and will undoubtedly address this issue in considerable detail.

A number of our Members believe the best and highest use of the pristine OKI property, is as a western extension to the CRD's Thetis Lake Park. Such an extension would offer easier access from Langford, The Highlands and Bear Mountain, and enhance wildlife corridors, while carefully 'sheltering' contaminants buried at both Millstream Meadows and the adjacent toxic waste site of Highwest. The cost of this option needs to be carefully weighed against the potential liability to taxpayers should the Millstream Meadows contaminants become more mobile once the adjoining quarry has been excavated and the existing hydrostatic pressure reversed.

Most appreciatively,

Scott Richardson
Chair, HDCA

cc:

- Mayor and Council, The District of the Highlands
- Ian Bruce, Peninsula Streams Society

CB/ Roessigh

Motion