

# Land Use Planning for Waste Management - Charter V.2

North Pender Island Local Trust Committee

Date: Nov. 26, 2015

## Purpose

To identify land to be zoned for solid waste transfer facilities through an evaluation of best practices, the development of appropriate criteria, and through an inventory of existing industrial land and current WTF sites. Using a specially appointed Advisory planning Commission, to reach community consensus on the location/scope of waste management on North Pender Island.

## Background

North Pender Island has a need for appropriate and permanent location(s) for solid waste management. Solid waste management has historically been provided on land without adequate zoning, sometimes operating under Temporary Use Permits, other times in contravention of the Land Use Bylaw (with the exception of the Recycling Centre which is located in the Recycling Facility (RF) zone and is a permitted use within the Land Use Bylaw). Neither the Light Industrial (I1) nor the Industrial (I2) zones in LUB 103 permit waste transfer. New CRD restrictions on food waste at Hartland Landfill require consideration of community composting facilities. The CRD is undergoing a regional process to update its Integrated Solid Waste and Resource Management Plan and offering opportunities for a coordinated approach.

### Objectives

- \* To develop criteria for siting waste transfer facilities
- \* To inventory existing industrial land.
- \* To reach community consensus on the location and scope of waste management on NPI
- \* To map proposed locations for current/future waste management facilities.
- \* Collaboration with CRD to ensure a comprehensive understanding and approach.

### In Scope

- Define the scope of waste management uses on NPI (recycling, solid waste transfer, composting?)
- Inventory industrial zones & land currently used for waste management
- Evaluate land/sites according to research and criteria. Identify any new sites.
- Recommend OCP/LUB changes

### Out of Scope

- Regulating facility operations or operating guidelines
- Waste management considerations that are outside of LTC authority for land use planning.
- Comment on specific aspects of current rezoning's/TUPs

## Workplan Overview (See attached)

### Project Team

Justine Starke, Island Planner	Project Manager
Special Advisory Planning Commission	Community Task Force
Lori Foster	Administrative Planning Assistant
Pamela Hafey	Communications Specialist

**Budget : 2015-16: \$3250  
2016-17: \$8000**

Budget Source: 2015-16 NPI LTC OCP/LUB; 2016-17 SPI LTC—\$1000; 2016-17 NPI LTC request = \$7000

Fiscal	Item	Cost
2015-16/ 2016-17	12 SAPC Meetings	\$4050
2015-16/ 2016-17	3 Community engagement sessions	\$1500
	<b>Total</b>	<b>\$5 550</b>

### RPM Approval:

Robert Kojima

**Date: March 5, 2015**

### LTC Endorsement:

Resolution:

**March 26, 2015**

SCHEDULE 1: COMMISSION WORK PLAN  
Updated November 26, 2015

PROJECT CHARTER WORK PLAN OVERVIEW		
Meeting	Deliverable/Milestone	Target Date
COMMISSION Meeting #1	Inaugural meeting of the Commission – Review Terms of Reference and make recommendations for amendments.	August 18, 2015
COMMISSION Meeting #2	Continue Terms of Reference review. Develop understanding of task, terms of reference for the work, and best practices in the literature for achieving goals.	August 27, 2015
COMMISSION Meeting # 3:	Appoint a subcommittee to meet with the agreed upon targeted stakeholders, as needed. Discuss and agree on objectives and preferred outcomes of the stakeholder meetings. Overview of Pender Island Recycling Society, and discussion of materials – WHAT.	September 16, 2015
COMMISSION Meeting #4:	Continue discussion of what materials are handled on the Penders and survey for stakeholders and operators.	October, 16 2015
COMMISSION Meeting #5:	Orientation by CRD staff to the role of the CRD in waste management.	November 20, 2015
COMMISSION Meeting # 6:	Agree on preliminary recommendations for what the scope of waste management should be on the Pender Islands (what uses should be permitted by zoning?). This includes a summary of WHAT materials should be managed.	November 27, 2015
COMMISSION Meeting # 7:	Develop draft criteria for the siting of waste transfer facilities and begin to consider what land use regulations should be in any new waste management zone. This is the foundation for later discussion on WHERE waste management should occur.  Prepare to present these preliminary findings for feedback at Community Engagement Session #1 (to occur in early February, 2016).	December 14, 2015
COMMISSION Meeting #8:	Narrow the scope of waste management (land uses) and refine draft criteria for land characteristics. Plan and prepare for February Community consultation.	January 15, 2016
<b>Community Engagement Session #1:</b>	<b>Understanding Waste Management – Roles and Responsibilities (possibly with participation by CRD staff). Presentation of types of materials (WHAT), proposed uses to be regulated in zoning, and draft criteria for siting waste management facilities. Format of consultation session to be decided by the Commission with assistance from IT staff.</b>	<b>February 12 2016</b>
COMMISSION Meeting # 9:	Review results of community process/input to date. Refine/revise preliminary recommendations for scope and criteria (WHAT and WHERE). Discuss and prepare for Community Engagement Session #2.	March 14, 2016
<b>Community Engagement Session #2:</b>	<b>Presentation by Commission on preliminary (draft) recommendations for land use and siting: criteria for siting waste transfer facilities, as well as proposed uses to be permitted by zoning on NPI. Small group discussion of findings; participatory process to gather input. May include a</b>	<b>May 16, 2016</b>

	<b>community survey either before, after or during session. May include a discussion of CRD role/approach to regulating operations.</b>	
COMMISSION Meeting #10:	Review inventory of existing industrial land and land used for waste management activities (basic information provided by staff). Review results of community process/input to date. Refine/revise preliminary recommendations for land use and criteria for siting. Discuss and prepare for Community Engagement Session #3. Community session will assess land according to this criterion.	June ?, 2016 *Date TBD
<b>Community Engagement Session #3:</b>	<b>May include a community mapping exercise to identify eligible land for waste transfer facilities. Presentation of revised recommendations, participatory process to apply criteria for siting to the inventory of Industrial land and existing waste transfer sites. Group process to evaluate according to criteria. Could benefit from professional facilitator, community mapper.</b>	<b>July 11, 2016</b>
COMMISSION Meeting #11:	Review summary of findings from community engagement session, revise/refine recommendations on WHAT, WHERE, and HOW. Refine recommendations on regulatory changes – OCP policies for the future, and LUB changes to address current needs. Delegate/assign report writing.	July X, 2016 *Date TBD
COMMISSION Meeting #12:	Review draft report, direct changes, finalize recommendations.	August X, 2016 *Date TBD
NPI LTC	Chair of Commission to present Final Report to Local Trust Committee at regular business meeting.	September 22, 2016