

This guide is provided to assist applicants with the preparation of New Facility license applications, Existing Facility license applications, and Amendment applications for current license holders to operate a privately owned facility for the management of municipal solid waste and recyclable material within the RDN per RDN Bylaw No. 1803 - *to regulate the management of privately owned municipal solid waste and recyclable material facilities* (the **Bylaw**). The terms and conditions of waste stream management licenses (WSMLs) are intended to satisfy the following objectives of the Bylaw:

1. To determine any potential effects from operations on human health and the environment;
2. To ensure adherence to zoning and land use policies;
3. To ensure municipal and private facilities operate to equivalent standards; and
4. To achieve objectives in the RDN's Solid Waste Management Plan.

All applicants should review the Bylaw prior to applying. Any questions concerning the Bylaw or the application process may be directed to RDN Solid Waste Services using the contact information provided below.

### **Application Document Checklist**

All applications, except some Amendment applications, must include the items listed below. Additional information and documents may be required at the request of the RDN.

- Application form (Form A), including:
  - Title search and written statement from the owner (if necessary)
  - Zoning Confirmation
  - Operating plan
  - Site Plan
  - Draft Public notice
- Material Declaration and Security Form (Form B)

## Application Submissions and Inquiries

Regional District of Nanaimo

Solid Waste Services

6300 Hammond Bay Rd, Second Floor

Nanaimo BC, V9T 6N2

Phone: 250.390.6560 | Email: [zero.waste@rdn.bc.ca](mailto:zero.waste@rdn.bc.ca)

### 1. Application Form (Form A)

*Form A* requires applicants to provide necessary information and documentation about their facility, its operations, and the surrounding environment. Parts 2 – 7 of this document provide the information, resources, and instructions necessary to complete each section of *Form A*.

### 2. Application Fees

Once an application is deemed by the RDN to have satisfied the requirements of the Bylaw, the applicant will be notified and required to pay an Application Fee before any facility license is issued. Applications fees are established in *Schedule '1'* of the *Waste Management License Fees Bylaw No. 1807* and can be paid by a cheque to the RDN or by debit at the RDN head office at 6300 Hammond Bay Rd, Nanaimo.

*Schedule '1', Bylaw No. 1807*

Waste Stream Management Licensing Bylaw No. 1803					
Facility	Existing Facility App. Fee	New Facility App. Fee	Amendment App. Fee	Minor Amendment App. Fee	Annual Admin. Fee
Asphalt and Concrete Reprocessing Facility	\$200	\$1,500	\$1000	\$200	\$500
Brokering Facility	\$200	\$1,500	\$1,000	\$200	\$500
Composting Facility	\$200	\$1,500	\$1000	\$200	\$500
Material Recovery Facility	\$200	\$1,500	\$1000	\$200	\$500
Mixed Waste Facility	\$200	\$1,500	\$1000	\$200	\$500
Refuse Derived Fuel Facility	\$200	\$1,500	\$1000	\$200	\$500
Storage Facility	\$200	\$1,500	\$1000	\$200	\$500
Transfer Station	\$200	\$1,500	\$1000	\$200	\$500
Code of Practice Registration	\$100	-	-	-	\$100

### 3. Title Search

To verify ownership, applicants must provide a title search of the facility property no more than 14 days before the date of application. Title searches can be done at any BC Access or BC Assessment office.

If the property is not owned by the applicant, the title search must be accompanied by a written statement from the owner of the property. This statement must acknowledge and approve the proposed use of the property and include current contact information for the property owner. Applicants are not required to submit a title search for *Existing* and *Amendment applications* if ownership has not changed from their current or prior license.

### 4. Confirmation of Land Use (Zoning)

Applicants must declare that the proposed or current land-use conforms to the land-use regulations of the jurisdiction in which the facility is located. Applicants must describe any variances or operational conditions imposed by the appropriate land-use authority. Applicants are encouraged to contact their permitting office (Table 2, below) to ensure the accuracy of their statements.

**Table 2. Permitting Office Contact Information**

Jurisdictional Authority	Address of Permitting Office	Contact Information
Regional District of Nanaimo – Development Services	6300 Hammond Bay Road, Nanaimo, BC V9T 6N2 8:30am to 4:30pm M - F	Ph: 250-390-6510 <a href="mailto:planning@rdn.bc.ca">planning@rdn.bc.ca</a>
City of Nanaimo – Development Permits and Building	411 Dunsmuir Street Nanaimo, BC V9R 0E4 9:00am to 4:00pm M - F	Ph: 250-755-4429 <a href="mailto:planning@nanaimo.ca">planning@nanaimo.ca</a>
District of Lantzville – Planning and Community Services	7192 Lantzville Road, PO Box 100 Lantzville, BC V0R 2H0 8:00am to 4:00pm M - F	Ph: 250-933-8091 <a href="mailto:planning@lantzville.ca">planning@lantzville.ca</a>
City of Parksville – Community Planning and Building	100 Jensen Avenue East PO Box 1390 Parksville, BC V9P 2H3 8:00am to 4:00pm M - F	Ph: 250-954-3061 <a href="mailto:planning@parksville.ca">planning@parksville.ca</a>
Town of Qualicum Beach – Planning and Building	#201 - 660 Primrose Street Qualicum Beach, BC V9K 1S7 9:00am to 4:00pm M - F	Ph: 250-738-2209 <a href="mailto:gbtown@qualicumbeach.com">gbtown@qualicumbeach.com</a>

## 5. Operating Plan

All *New* and *Existing Facility* license applications must include a proposed Operating Plan that provides all information in the format set out in the *Operating Plan Template* (the “Template”). The Operating Plan, in addition to Section 10.3 of the Bylaw, will form the basis for the facility license requirements. These requirements will be established through the description of facility operating conditions and procedures (Sections 2 and 3 of the Template), and the facility control plans (Section 4 of the Template). The RDN’s General Manager may require an Operating Plan to be revised and resubmitted to reflect changes that result from an application for a license amendment.

**Operating Plans must be prepared and certified by a Qualified Professional** (the “QP”), as designated by the Environmental Management Act. The role and responsibilities of the QP relevant to this task are as follows:

- assess the site/facility
- gather, review, and provide all relevant data and plans
- predict impacts on the environment and the community
- present conclusions and recommended actions
- prepare operating procedures and control plans
- design facilities and structures to meet standards or objectives, if necessary

The QP should denote recommendations by listing them in bullet form under the correct heading, per *Example 1* below. This format will provide clear direction for the Applicant or Licensee and will enable the RDN to more easily set WSML terms and conditions.

*Example 1.*

### *4.1 Environmental Control Plan*

#### *Environmental Monitoring*

*Due to the type of waste stored on paved surfaces, surface waters adjacent to the site are likely to be impacted. It is recommended that:*

- *Semi-annual surface water quality sampling be implemented starting in November 2022 for a period of four years.*
- *Indicator parameters must include pH, TSS, tannin & lignin, and CBOD.*
- *If sample concentrations exceed indicator parameter trigger concentrations, the operator must notify MOECC, etc.*

Licenses/facility operators will be expected to know and abide by the content of their Operation Plans. Also, they will be expected to know and may be required to duly act upon all recommendations provided in the Plans, subject to approval by the General Manager.

## 6. Site Plan

The Site Plan must be prepared by a Qualified Profession and must include:

- Title and Scale;
- North arrow;
- Date prepared;
- Name, signature, and company name of the person who prepared the plan;
- Street name(s);
- Any on-site and adjacent off-site easements, rights-of-way, railroads, above-ground pipelines, etc.;
- Property lines with dimensions in metres;
- Site entrance(s);
- Flow direction of stormwater/site drainage;
- Distance to nearest watercourse or wetland within a 1 km radius of the site;
- Distance to nearest off-site fire hydrant;
- Locations and approximate dimensions of **on-site features** such as:
  - Buildings, structures, shelters (specify type, show setbacks in metres);
  - Paved and unpaved surfaces (specify type, e.g. gravel, asphalt, etc.); and
  - Septic fields/tanks, wells, ponds, fire hydrants, hydro poles, overhead lines, etc.
- Location of work(s), including but not limited to:
  - Receiving, storage, and processing areas; and
  - Stormwater drains and infrastructure, oil/water separators, retention units, etc.

Applicants must include a separate map of all water resources within a 500m radius of the site including water wells, reservoirs, lakes, watercourses, wetlands, and aquifers.

## 7. Notification and Public Consultation

Applicants for the new facility licenses and license amendments are required to complete a 30-day public consultation period. Newspaper notices and signs must be prepared per *Sections 7.1 and 7.2* of the Bylaw, respectively. Applicants must submit draft versions of notices and signs to the RDN for approval. After approval is granted, the consultation period will commence on the date the RDN is notified that the approved sign has been posted. Applicants must provide proof of notification within 7 days of commencement.

A newspaper notice template is provided in **Appendix A - Example of Public Notice for Newspaper**. Notification and public consultation are not required for *minor amendment applications* and some *existing facility applications*, at the discretion of the General Manager.

Newspaper notice requirements:

- Publish one (1) notice in a newspaper with circulation in the area where the Facility is proposed to be located which includes the following information
- Civic address of the facility
- Name of the owner of the land on which the facility is located or proposed to be located
- Full name and address of the operator of the facility
- A brief and complete description of the activity to be carried out and the municipal solid waste or recyclable material to be handled at the facility
- Address of the District to which any comments or concerns may be submitted
- Within 15 days of the date of publication of the notice, provide to the General Manager a copy of the full-page tear sheet as proof that the application was published

Signage requirements:

- Minimum sign dimensions of 100 cm x 80 cm
- Easily readable print of minimum 120 point size
- Must state, "This site is the subject of an application for a Waste Stream Management License issued by the Regional District of Nanaimo"
- Sign information also must include:
  - The type of Facility proposed for the location
  - The type of material to be managed at the Facility
  - The design capacity of the Facility
  - The name and contact information of the applicant
  - The contact information for the Regional District of Nanaimo
- Weather-proof or protected from the weather
- Post in a conspicuous place on the property frontage of the facility/proposed facility location
- Post for a minimum of 30 days

## **8. Form B - Material Declaration and Financial Security**

### Material Declaration

Applicants must declare the type and quantity of material they intend to manage at their facility. Applicants must select the box beside the listed waste type and provide estimations of material quantities in the appropriate columns. Applicants should make every effort to provide accurate estimations of material types and quantities they will manage with this license; a license amendment will be required to manage any material not included in Form B or to increase the quantity of waste and recycling materials accepted or stored at the facility. Amendments may require licensees or applicants to provide a security amount deemed necessary to ensure compliance different from the initial security amount.

### Financial Security

All facilities must provide and maintain financial security to ensure that sufficient funds are available to cover the potential costs required for a qualified third-party to dispose or recycle all materials onsite should any remain after a facility closure. The RDN may require additional financial security for any facility closure, remediation, post-closure monitoring activities, or any other factor that the RDN determines reasonable.

Financial security amounts are equal to the estimated disposal cost for the maximum amount of material onsite. For simplicity, material types are grouped into cost tiers according to the current, weighted average cost of disposal for each tier group. Tier costs include amounts for disposal and compensation for third-party equipment and labour.

Security must be paid in full before a license will be issued. Applicants may request of the General Manager to allow up to 50% of the security amount to be deferred for one year from the date of license issuance. Security must be paid in the form of a cheque to the Regional District of Nanaimo and can be delivered or mailed to:

Regional District of Nanaimo  
Accounts Receiving  
6300 Hammond Bay Rd, 2<sup>nd</sup> Floor  
Nanaimo BC, V9R 6N2

## Appendix A Example of Public Notice for Newspaper

### Waste Stream Management License Application Notice By *<Company Name>*



This is to notify all concerned parties that *<Company Name>*, operating as *<Facility Name if other than Company Name>* is applying for *<a license/an amendment to their license>* under the Regional District of Nanaimo's (RDN) Bylaw No. 1803 to Regulate the Management of Municipal Solid Waste and Recyclable Material. The following information is provided for bulic notification and solicitation of comments and concerns related to the application.

Facility Locaton: *<Civic address of the facility>*

Name of Land Owner: *<Full name of land owner>*

Materials Managed: *<List all accepted materials>*

Processing/Handling: *<Briefly describe on-site processing of materials and handling methods>*

Hours of Operation: *<State hours of operation>*

*<Company Name>* is proposing to *<describe the change in operation, if applicable>*. The Facility will be visited by an average of *<X number of residential vehicles, Y number of commercial vehicles>* per hour of operation.

Written comments may be submitted to the RDN no later than 4:30 PM on *(Day, Month, Year)*. Email: [zerowaste@rdn.bc.ca](mailto:zerowaste@rdn.bc.ca). Mail: 6300 Hammond Bay Rd, Nanaimo BC, V9R 6N2. All submissions will become public record and will be shared with the applicant. Personal information provided is collected under the authority of the Freedom of Information and Protection of the Privacy Act and may be used by the applicant to respond directly to commenting parties. Question or concerns about the use of personal information for this purpose or of any other relevant nature can be referred the RDN at 250-390-4200 or toll free at 1-877-607-4111.