



Recycler Licence

003-06

In accordance with the Cowichan Valley Regional District Solid Waste Management Plan and Bylaw No. 2570 – *Waste Stream Management Licensing Bylaw, 2004,*

Fisher Road Holdings Ltd.
(the "Licensee") is authorized to operate a

Composting & Recycling Facility
at the following location:

1355 Fisher Road, Cobble Hill, BC

Date Issued: May 23, 2014

A handwritten signature in blue ink, appearing to be "M. H. H.", written over a horizontal line.

Signed by: Manager, Engineering Services

A handwritten date "May 23/2014" in blue ink, written over a horizontal line.

Licence No. 003-06

1.0 DEFINITIONS

1.1 Definitions

In this Licence, terms defined in the Bylaw shall have the same meaning, unless otherwise defined in this Licence, and

"annual" in relation to tonnage limits at s. 4.3 shall mean a calendar year;

"Bylaw" means the CVRD Bylaw No. 2570, Waste Stream Management Licensing Bylaw, 2004 as amended from time to time;

"Facility" shall mean the composting and recycling facility operated by Fisher Road Holdings Ltd. located at 1355 Fisher Road, Cobble Hill;

"garbage" shall mean any material containing putrescibles (other than yard waste, food waste, mixed organics, or other material that is or will be processed as compost at the facility) and includes residual waste from both composting and recycling facilities that contains putrescible material;

"mixed loads" shall mean waste that contains recyclable material, including recyclable materials that are mixed with materials that are not capable of being recycled, but in no case shall it include compost, compostable, or putrescible material; and,

"Operating Plan" shall mean the Revised Operating Plan, prepared by Dr. Hubert Timmenga of Timmenga & Associates Inc., dated March 4, 2014 (the "Operating Plan"), subject to changes approved by the Manager pursuant to s. 11.4 of the Bylaw; and

"Property" shall mean the land described as LOT 1, SECTION 13, RANGE 6, SHAWNIGAN DISTRICT, PLAN 29581.

2.0 FACILITY

2.1 Location of Authorized Facility

The operation of the Facility shall be restricted to the area shown on the site plan attached to the Facility License application, received by the CVRD on October 24, 2013, on the *Property*...

3.0 OPERATING REQUIREMENTS

3.1 General

The following documents, and all requirements contained therein, are incorporated by reference and form part of this License:

- i. 3.1.1. The Operating Plan; and
- ii. 3.1.2. *Report 'Third Draft'*, prepared by Dr. Paul Tinari, dated February 11, 2009 (the "Tinari Report").

3.2 Access

3.2.1 The Licensee shall provide a locking gate on all access roads to prevent unauthorized access and ensure that they are locked at all times the Facility is unattended.

3.2.2 Access routes to and through the Facility shall be constructed from suitable material capable of providing all weather access for all operations and emergency vehicles.

3.2.3 All truck traffic shall enter and exit the Facility via Fisher Road and Highway 1 to reduce traffic at or near the Cobble Hill Village.

3.3 Communication

The Licensee shall ensure that at all times the Facility has telephone service that is capable of immediately summoning fire, police or emergency service personnel in the event of an emergency

3.4 Area Maintenance and Litter Control

The Licensee shall prevent the escape of litter, mud or debris from the Facility to adjoining roads or adjacent lands in accordance to the Operating Plan and within 300 meters of the *Property*.

3.5 Leachate

3.5.1 The Licensee shall prevent the escape of any leachate to any surface that is not equipped with a leachate containment system with an impermeable barrier between the leachate and the ground.

3.5.2 The Licensee shall ensure that storm water and leachate from the Facility is collected and discharged in accordance with the Operating Plan and section 4.6 of this Licence.

3.5.3 The Licensee is required to provide groundwater and surface water monitoring information as set out in this License. In accordance with section 4.6 of this Licence, all environmental monitoring results shall be provided to the CVRD on a quarterly basis and become part of the public record unless such disclosure is contrary to law.

3.6 Supervision and Load Inspection

3.6.1 An attendant employed by the Licensee shall be present at all times that the Facility is open for business and shall inspect and record each load received before mixing with any other loads.

3.6.2 At no time shall the Licensee allow or permit the dropping off of waste or recyclable material when the Facility is not open for business.

3.6.3 A record shall be maintained of all rejected loads including date, time, type of material, hauler's name, generator's name and vehicle licence number.

3.7 Removal

The Licensee shall ensure that any waste or recyclable material that is removed from the Facility is taken to a site or facility that complies with all applicable provincial, state or federal regulations and with zoning and any other applicable enactments and that holds all licences, permits or approvals required by the jurisdiction in which the facility is located and can produce documentary evidence confirming the above.

3.8 Burning Prohibited

The Licensee shall not burn any material at this Facility and shall take all precautionary measures possible to reduce the potential risk of ignition of onsite materials.

3.9 Operating Plan

3.9.1 It is a condition of this Licence that the Licensee shall not operate the Facility except in strict compliance with the terms and conditions of the Operating Plan attached to and forming a part of this License, and all other documents listed under section 3.1 of this Licence. In circumstances where terms and conditions in the Operating Plan are inconsistent with those in this Licence, this Licence will apply.

3.9.2 If the Licensee operates the Facility without, or not in accordance with, an approved Operating Plan and License from the CVRD, the Licensee will be in breach of this License. In that case, the Manager may, at his or her sole discretion, in addition to any other action he or she may take, suspend or cancel the License.

3.9.3 The Licensee shall not amend the Operating Plan, or any of the other documents listed under section 3.1 of this Licence, without first having received written approval of the Manager pursuant to the Bylaw.

3.10 Fire Protection

3.10.1 The Licensee shall ensure access to and provide and maintain necessary related works associated with an adequate water supply or other suitable fire suppressant on site for extinguishing fires on site.

3.10.3 In the event of a fire the Licensee shall immediately notify the local fire department and the Manager (telephone number: 250.746.2530, facsimile number 250.746.2543) and take all measures necessary to extinguish the fire.

4.0 TERMS AND CONDITIONS

4.1 Acceptable Materials

The Facility may accept for processing, transferring, and brokering purposes all materials listed below:

1. Yard and Garden Waste
2. Food Waste
3. Drywall
4. Wood Waste
5. Scrap Metal
6. Concrete/Brick/Rubble
7. Asphalt Roofing
8. Tar and Gravel Roofing
9. Cardboard
10. Mixed Paper
11. Mixed Rigid Containers
12. *Garbage*
13. Product Stewardship Items
14. *Mixed Loads*

4.2 Unacceptable Material

4.2.1 The Facility shall not accept:

- i. Hazardous waste as defined by the *Environmental Management Act Hazardous Waste Regulation (BC Reg. 63/88)*, except for Product Stewardship Items as allowed for under the provincial *Recycling Regulation*;
or

- ii. Any other materials not authorized in Section 4.1 of this Licence, or in excess of the amounts permitted in 4.3 of this License.

4.2.2 Unacceptable material must be removed from the Facility in accordance with the Operating Plan and within forty-eight (48) hours of receipt. The event will be reported verbally to the Manager as soon as possible and in writing within forty-eight (48) hours.

4.3 Quantities

4.3.1 For the purpose of this section the term quantity includes any gases, liquids, or solids intermingled with the specified material. These quantities shall apply regardless of the state, condition, or form of the waste or recyclable material. All tonnages and volumes set out in this section are regulatory limits.

4.3.2 The total weight in metric tonnes (MT), by type, of materials that may be received, stockpiled or shipped at the Facility shall not exceed the quantities listed below:

TABLE 1

| IN-VESSEL COMPOSTING | | | |
|--|--------------|---|---|
| A | B | C | D |
| List of Material(s) | Phase | Maximum Onsite Quantity (MT) | Maximum Annual Scaled Input / Scaled Output (MT) |
| 1. Yard and Garden Waste (unground) | S | 40 | 10,000 / 0 |
| 2. Yard and Garden Waste (ground) | P | 220 | |
| 3. Food Waste (SSO) | S | 0 | 8,000 / 0 |
| 4. Mixed Organics waiting to be placed in biocells | P | 168 | NA: Stockpiled Only, No Throughput |
| 5. Mixed Organics in composting phases | P | See Table 2 below for volumetric limits | NA: Stockpiled Only, No Throughput |
| 6. Class A Compost (unscreened) | P | 660 | 0 / No Limit |
| 7. Class A Compost (screened) | P | 4,400 | 0 / No Limit |
| 8. Garbage (from composting and recycling centre) | S | 15 MT | NA / 1,485 |

| RECYCLING CENTRE | | | |
|-------------------------------|-------|------------------------------|---|
| A | B | C | D |
| List of Material(s) | Phase | Maximum Onsite Quantity (MT) | Maximum Annual Scale Input/Scaled Output (MT) |
| 1. Drywall | S | 11 | NA / 1,100 |
| 2. Wood Waste | S | 57.2 | NA / 4,950 |
| 3. Scrap Metal | S | 11 | NA / 1,210 |
| 4. Concrete/Brick/Rubble | S | 11 | NA / 264 |
| 5. Asphalt Roofing | S | 16.5 | NA / 1,100 |
| 6. Tar and Gravel Roofing | S | 15 | NA / 300 |
| 7. Cardboard | S | 2.2 | NA /160 |
| 8. Mixed Waste Paper | S | 1.1 | NA / 105.6 |
| 9. Mixed Rigid Containers | S | 1.1 | NA / 275 |
| 10. Product Stewardship Items | S | No Limit | No Limit |
| 11. <i>Mixed Loads</i> | ML | 35 | NA / 4,000 |

- The 'phase' in the above table indicates if material is mixed load (ML), separated (S), or processed (P);
- Each phase is indicated separately, e.g. construction demolition waste arriving at the facility is mixed load (ML), clean wood waste sorted from this waste is classed as separated (S), mixed organics made up of ground yard and food waste is processed (P);
- Note that there is also a volumetric limit on compost residuals of 15 m³ pursuant to s. 29 of *OMRR* which must also be complied with;
- "NA" indicates that scaling limits are not applicable to the material and phase indicated.

4.3.3 The Licensee may include *mixed loads* in *garbage*, but may not stockpile or discharge *garbage* as part of the *mixed load* stockpile limits or output limits.

4.3.4 In addition, the maximum onsite quantity of composting materials at the primary, secondary and curing stage of the composting operation shall not exceed the volumetric amounts in cubic meter (m³) of any of the composting systems (the biocells, secondary ASP, and curing ASP) set out in Table 2 below:

TABLE 2 - VOLUMETRIC ONSITE QUANTITY LIMITS OF FRR'S COMPOSTING SYSTEMS

| System | Capacity Limit |
|----------------------|--------------------------------|
| Biocells | |
| 1-3 | 235 m ³ per biocell |
| Secondary ASP | |
| Zones 1-6 | 225 m ³ per zone |
| Curing ASP | |
| Zones 7 - 11 | 295 m ³ per zone |
| Zones 12-16 | 235 m ³ per zone |
| Zones 17-22 | 210 m ³ per zone |

4.3.4 If additional materials, not identified in this Licence are proposed to be managed, and/or if increases of the maximum stockpiled for each material are required and/or if increases of specified input or output of each material are desired then the Licensee will be required to apply for a licence amendment pursuant to the Bylaw.

4.4 Hours of Operation

4.4.1 Subject to any further restrictions under any other enactments, the Facility may only operate and allow access to vehicles transporting waste or recyclable materials between 7:00 am and 7:00 pm, Monday through Saturday, and 8:00 am to 5:00 pm Sundays.

4.4.2 To prevent noise nuisance, operations shall be limited in accordance to the Operating Plan, with the additional requirement that no diesel grinding equipment may be run or operated on Saturdays or Sundays.

4.5 Material Handling and Storage

4.5.1 All materials at the Facility shall be managed in accordance with the Operating Plan.

4.5.2 In addition, the following License conditions apply to the handling and storage of materials at the Facility:

- i. All materials that may, or have the potential to, impact the environment, including all materials dealt with in the composting facility, must be stored on an impermeable surface;
- ii. All materials that may, or have the potential to impact the environment, including all materials dealt with in the composting facility, must be stored either with leachate collection and proper leachate management, or under a covered structure;

- iii. The Recycling Facility's *mixed loads* bin shall be removed from the *Property* when full and, in any event must be removed and emptied at least once every 7 days;
- iv. All *garbage* must be stored inside the composting operations building, whether it is received by the composting facility or the recycling facility;
- v. *Garbage* received at the recycling centre must be moved to a storage bin inside the composting building before the end of the business day that it is received;
- vi. *Garbage* shall be covered before being removed from the Facility, and if wet, must be transported in sealed containers;
- vii. Both in-vessel and secondary composting shall occur at the Facility in accordance with the *Organic Matter Recycling Regulation (BC Reg. 18/2002)*;
- viii. Compost will be considered as Class A when determined to meet all applicable requirements under *OMRR*;
- ix. For the purposes of monitoring and recording the maturity of compost under this License, the Solvita Compost Maturity Test is an acceptable method, and compost with a Solvita Maturity Index of 7 or higher, when measured in accordance with manufacturer's instructions, shall be considered stable and mature;
- x. Compost that does not have a Solvita Carbon-Dioxide test result of 6 or higher, when measured in accordance with manufacturer's instructions, shall not be screened outdoors;
- xi. All screened Class A compost material piles shall be limited to 7.5 meter in height for fire prevention and response, as well as odour reduction;
- xii. The lower limit for the C:N ratio for the composting mix and the secondary composting phase shall be 20:1, rather than the 15:1 stated in the Operating Plan, with a required C:N ratio of between 20 - 30:1 in both phases; and
- xiii. The required moisture for the secondary composting phase shall be 50-60%, rather than the 30-40% stated in the Operating Plan.

4.6 Measures to protect Environment, Health, and Address Impact on Adjacent Lands

4.6.1 All measures to protect the environment, site and adjacent lands shall be undertaken as described by the Operating Plan.

Groundwater and Leachate

4.6.2 In addition, the following License conditions apply to the Facility in relation to leachate escape:

- 4.6.2.1 Storm water from the recycling operations shall go through an oil and water separator before being directed into an appropriate infiltration system.

4.6.2.2 Oil and water separators must be maintained in accordance to the manufacturer's specifications.

4.6.2.3 All leachate ponds and contact storm water ponds shall be equipped with an aerator or circulation pump to reduce risk of odours.

4.6.2.4 All composting operations, including screening and storing of compost overs shall be done on an impermeable pad with leachate collection. The requirement for leachate collection is not applicable to compost overs where the overs are stored entirely under a covered structure.

4.6.3 Sediment removal resulting from maintenance of onsite infiltration systems must be tested for potential contaminants and must meet applicable regulations prior to removal from site.

4.6.4 On or before July 31, 2014 the Licensee must provide to the Manager the following:

4.6.4.1 a comprehensive review of all potential leachate escape points on the *Property*; and

4.6.4.2 a monitoring plan for the measurement, recording and submission of information relating to:

- i. all underground drainage systems,
- ii. all non-contact, contact-storm water and leachate collection ponds,
- iii. all swales, and
- iv. all onsite groundwater wells

that is prepared by an independent qualified professional to ensure the prevention of the escape of any leachate from the Facility to groundwater and surface water in and around the Facility.

4.6.5 The monitoring plan for the pond, swale and well shall describe characteristics of the surface water and groundwater, and shall include the following minimum requirements:

Quarterly testing of all ponds, swales and onsite wells as follows:

- Routine potability (major ions, pH, alkalinity, conductivity, etc.)
- Nitrogen species (nitrate, nitrite, ammonia, TKN)
- BOD
- Microbiological (total coliform, E. coli)
- Total phosphorous

Once per year the swales shall be tested for the following parameters:

- Light and heavy extractable petroleum hydrocarbons (LEPH/HEPH)
- Benzene, toluene, ethylbenzene, styrene and xylenes (BTEX)
- Volatile petroleum hydrocarbons (VPH)
- Polycyclic Aromatic Hydrocarbons (PAH)
- Total and dissolved CSR Metals

4.6.6 All sample results of the pond, swale and well monitoring program, and sediment testing pursuant to 4.6.3 of this License, shall be provided to the Manager in a summary report prepared and signed by a qualified professional on or before January 15, April 15, July 15, and October 15 every calendar year, and shall include:

- i. A description of the sampling methodology with quality assurance and quality control (QA/QC) standards, and the location of where the samples were taken;
- ii. Signed data reports from an accredited laboratory that adhere to strict QA/QC policy;
- iii. The raw data of all sample results shall be provided in electronic format and in an Excel spread sheet to the Manager with each quarterly report;
- iv. A review and explanation of the sample results by an independent Qualified Professional, including a statement as to how the sample results relate to all applicable standards (such as the CDWQG and CSR Schedule 6 Standards for Drinking Water), and past sample results, including any trends; and
- v. Any measures that have or will be taken as a result of the sample results, as well as a date for when such measure was or will be taken.

4.6.7 On or before October 15 in each calendar year the operator shall submit a report prepared by a qualified professional certifying that the drainage systems, leachate and contact storm water management systems are in good condition and are functioning properly to prevent the escape of contact storm water or leachate. If any of the tests, show any failure or concerns the report shall identify this and shall include a description of any measures that have been or will be taken to rectify the situation, include a date of when such measures was or will be carried out

Odour Management

4.6.8 In addition to all of the odour control methods outlined in the Operating Plan, the following odour control conditions shall be strictly complied with:

- 4.6.8.1 The onsite biofilters shall be operated according with the Operating Plan and the Tinari Report described in section 3.1 of this Licence.
- 4.6.8.2 Ammonia concentration shall be tested in the air stream to and from the biofilters and must be done with colormetric gas detection tubes or portable electronic gas monitors.
- 4.6.8.3 In the event of biofilter malfunction, the following remediation procedures, as outlined in in the report prepared by Dr. Tinari and described under section 3.1 of this Licence shall be implemented without delay:

| Biofilter Remediation Procedures: | |
|--|--|
| Condition | Remediation |
| Bed too dry | Activate overhead humidification system |
| Bed too wet | Reduce humidification of air inlet |
| pH too low | Add buffer to irrigation water |
| Ammonia concentration too high | Increase spray intensity in air pre-treatment section to wash out excess NH ₄ |
| Pressure drop across bed too high | Replace biofilter bed |

- 4.6.8.4 The Licensee shall notify the Manager, during regular business hours and at least twenty-four (24) hours in advance, of any planned Facility upgrades that may result in community concerns, e.g. biofilter maintenance which may result in odour, dust and noise concerns. The notice to the Manager shall include the specific date and times that the activity will occur.
- 4.6.8.5 The Licensee shall notify the Manager as soon as possible, but no later than twenty-four (24) hours after any unexpected issue occurred that may result in community concerns, e.g. biofilter failure, which may result in odour, dust and noise concerns.
- 4.6.8.6 A flag or windsock shall be installed at the Facility to help staff determine wind direction, and to enable staff to make operational adjustment based on these parameters.
- 4.6.8.7 All Facility staff shall partake in community odour awareness training program (minimum 2 hrs) that includes the basics of odour science and odour measurement and monitoring methods.
- 4.6.8.8 The Licensee shall perform the daily odour monitoring program outlined under s. 11.1(e) and 11.1(j) of the Operating Plan, and shall record and promptly investigate all odour complaints brought to the attention of the Facility.
- 4.6.9 On or before October 15 in each calendar year the operator shall submit an annual report prepared by a qualified professional that includes the following:
- i. A summary of all odour complaints made regarding the Facility;
 - ii. A brief summary of the odour monitoring results of the previous 12 months;
 - iii. A record of any failures or concerns with the odour management systems, or lack of compliance with the operating plan relating to odour control, with a description of any measures that have been or will be taken to rectify the situation;
 - iv. A certification from the qualified professional that the Facility has operated in accordance with the conditions relating to odour control and abatement in the operating plan, subject to any noted non-compliance.

4.6.10 The increase in compost and compostable material and *garbage* and *mixed loads* permitted to be stored at the Facility under this License is specifically subject to compliance with the following conditions:

4.6.10.1 On or before June 15, 2014 the Licensee must submit to the Manager terms of reference for a comprehensive odour survey investigation to be performed by an independent qualified professional with expertise in the area of odour detection, management and abatement. Both the terms of reference and the qualifications of the qualified professional must be to the satisfaction of the Manager.

4.6.10.2 The terms of reference for the odour survey investigation must include at a minimum:

- i. A program for the daily observation, monitoring, and submission of information by a qualified professional relating to the characteristics of the odours emanating from the Facility, including their intensity, frequency, likely source, and relationship to weather conditions and specific activities at the Facility, as well as a protocol for the investigation of odour complaints;**
- ii. A minimum duration of 8 consecutive weeks, commencing no later than July 15, 2014;**
- iii. A minimum of 2 odour recordings of at least 5 minutes each day outside the Facility, which shall include, but not be limited to, the following locations:**
 - Fisher Road and Braithwaite Drive;**
 - Braithwaite Drive and Rolmar Crescent;**
 - Trans-Canada Highway and Fisher Road;**
 - Fairfield Road and Fisher Road;**
 - Fairfield Road and Verner Avenue;**
 - Watson Avenue and Fisher Road;**
 - Holland Avenue, between Fisher Road and Galliers Road;**
 - Holland Avenue and Fisher Road**
 - Galliers Road at the Facility Property Line; and**
 - North end of Learning Way**
 - Verner Avenue and Hutchinson Road**
 - Hutchinson Road and Dougan Drive**
- iv. Each odour observation shall be noted in writing, made from outside of a vehicle at least one hour apart at each location, with the timing correlated to the greatest extent possible with potential odour producing activities at the Facility;**
- v. Each odour observation shall be conducted by an individual selected by and supervised by an independent professional with expertise in the area**

of odour detection, management and abatement acceptable to the Manager;

- vi. A comprehensive report summarizing the results of the survey, including recommendations for the abatement of odours identified as emanating from the Facility; and
- vii. A review of whether the Facility is operating in accordance with its operating plan, and other best practices, to address and abate odours emanating from the Facility.

4.6.10.3 On or before October 15, 2015 the Licensee shall submit the results of the odour survey investigation and report to the Manager.

4.6.11 Based on the results of the odour survey investigation, the Manager may do any one or more of the following pursuant to s. 9.1 and 11.4 of the Bylaw as they relate to the increase in composting capacity at the Facility authorized by this License:

- i. Require amendments to this License and/or the Operating Plan based on the results of the odour survey investigation through incorporation of recommendations from the report;
- ii. Require the completion of works related to odour control or abatement recommended in the report; and
- iii. Require the submission of security to ensure compliance with the recommendations of the odour report, including the construction of any recommended works.

Vectors

4.6.12 The Licensee shall comply with all provisions in Operating Plan relating to the control of pests and vectors in and around the Facility.

4.6.13 The Licensee shall provide a report on or before October 15 of each calendar year prepared by an independent qualified professional describing and verifying the effectiveness of the Facility's methods to address pests and vectors.

Dust Control

4.6.14 The Licensee shall ensure that dust from the *Property* does not cause escape or cause a nuisance to neighbouring properties.

4.6.15 The Licensee shall ensure that water used for dust suppression does not contribute additional nitrates to the groundwater in the area surrounding the Facility.

4.6.16 The Licensee shall retain a qualified professional with expertise in the area of ground water and storm water management to evaluate the impact of the use of well water from the on-site well to suppress dust on the *Property*, and shall provide that report to the Manager on or before October 15, 2014;

4.6.17 Notwithstanding the Operating Plan, the Licensee may not use the onsite well water for the purpose of dust suppression or the washing of wheel wells on trucks unless and until this practice is determined not to increase the nitrate load on ground and surface water in the area by a qualified professional.

4.7 Inspections

4.7.1 The Licensee shall conduct and maintain records of regular inspections of the Facility in accordance with the Operating Plan.

4.7.2 It is a condition of this Licence that inspections occur in accordance with the frequency and scope outlined below. All requirements outlined below have been taken from the documents forming a part of this Licence, including the Operating Plan and the Tinari Report. In cases where the plan and reports differ, the more stringent requirement is to be applied. Records of all inspections must be retained and submitted to the District upon request.

- Bio-cell process control software will be monitored **DAILY** to ensure dampers, valves and airflows through aeration piping are working as intended;
- Bio-cell air quality control system (fans, ducting, dampers, biofilter etc.) will be checked **WEEKLY** for signs of damage or malfunction;
- Bio-cell equipment including dampers and valves will be inspected for proper operation and moved through a full range of motion **QUARTERLY**;
- Bio-cell operations will be checked **SEMI-ANNUALLY** with hand held instruments, air flows will be measured near automatic sensors and system adjusted where required;
- Secondary compost and curing compost stored within the operations building will be monitored **DAILY** for temperature, moisture content and oxygen level. Measurements will be used to modify aeration time if required;
- Secondary compost and curing compost aeration systems (ductwork and fans) and air pressure will be measured **QUARTERLY**;
- Outdoor (curing) compost windrows will be monitored **WEEKLY** for temperature and moisture. Measurements will be used to establish turning schedules;
- Biofilters will be monitored **DAILY** for, at a minimum, bed humidity and temperature;
- Biofilters will be monitored at least **WEEKLY** for all operating parameters (including oxygen levels, bed pH, ammonia in biofilter output and pressure drop);

- Facility will be inspected **DAILY** for litter, odours, with weather and contributing factors recorded;
- Screening will not be undertaken unless material piles have first been checked for moisture, water shall be added to piles with less than 40% moisture with the purpose to suppress dust while screening;

4.8 Closure Plan

4.8.1 It is a condition of this License that the Licensee shall notify the Manager of impending Facility closure at least thirty (30) days before the closure is scheduled to occur.

4.8.2 The Licensee shall submit to the Manager a Proposed Closure Plan at least thirty (30) days before the closure is scheduled to occur. If the Licensee does not submit a Proposed Closure Plan, the Manager may at his or her sole discretion, suspend or cancel the License.

4.8.3 The Manager may approve or reject the Proposed Closure Plan.

4.8.4 After notifying the District of impending Facility closure, the Licensee shall not operate without a Closure Plan approved in writing by the Manager. If the Licensee operates the Facility without an approved Closure Plan the Licensee will be in breach of this License. In that case, the Manager may, at his or her sole discretion, in addition to any action he or she may take under the Bylaw, suspend or cancel the License.

4.8.5 The Licensee shall not amend the Closure Plan without first having received approval of the Manager.

4.8.6 The Closure Plan shall include, but not be limited to:

- Length of time required for Facility closure (closure period);
- Procedures for removal, reuse, and/or disposal of all materials remaining at the Facility;
- Procedures and plans for site restoration; and
- Any other matter specified by the Manager.

5. RECORDS AND REPORTING

5.1 Monthly Reporting of Quantities

The Licensee shall record the scaled quantity and type of all materials received and shipped from the Facility for which tonnage limits apply, and the maximum tonnage (and volume where specified) on site at any one time for all materials to which volume or tonnage limits apply. The records shall be submitted to the Manager on a monthly basis within twenty-one (21) days after the last day of the previous month.

5.2 Record-Keeping

The Licensee shall retain the following at 1355 Fisher Road, or be able to produce it immediately via fax to the office at 1355 Fisher Road for examination upon request:

- i. Copy of this License;
- ii. Copy of the current Operating Plan;
- iii. Copies of the monthly statements referred to in Section 5.1 of this Licence;
- iv. Copies of all electronic and hard copy information and data upon which the required monthly and annual statements are prepared;

5.3 Reporting

5.3.1 A summary report, prepared by an independent Qualified Professional shall be provided to the CVRD annually on or before October 15 of each calendar year and shall include a summary of the following monitoring results and a brief assessment of issues and resolutions:

- i. all environmental monitoring (onsite ponds, swale, well);
- ii. the integrity of underground drainage and leachate collection;
- iii. the bio-filters performance and maintenance;
- iv. the vector monitoring and reduction program,
- v. compost maturity readings;
- vi. all odour and complaint monitoring; and
- vii. compliance with OMRR.

5.3.2 The Manager may determine if the monitoring results and monitoring frequency are acceptable and may require changes to the Operating Plan or this License in accordance with the Bylaw.

6.0 GENERAL

6.1 Notification of Change in Control

The Licensee shall notify the Manager of a change in the operator, ownership, or the control of the Facility, or any change in control of the Licensee at least ten (10) days prior to the change.

6.2 Delivery of Notices

Any notice required to be delivered to the Licensee under this License shall be deemed to have been delivered if such notice is:

- Mailed by double registered mail to the address set out in this License;
- Delivered to the registered or records office of the Licensee;
- Delivered to an adult individual at the Facility who appears to be an employee of the Licensee or appears to be in control of the Facility;
- Delivered to a director, officer, liquidator, trustee in bankruptcy or receiver manager of the Licensee; or
- Posted on the door or gate of the Facility, where no one is present at the Facility or the Facility appears to be abandoned.

7. SECURITY AND PERFORMANCE

As a condition of this License, the Licensee shall provide and maintain security as described in Section 10.1 of Bylaw No. 2570. The security shall remain in place until the requirements of the Closure Plan referred to in Section 4.8 of this Licence have been fulfilled in their entirety to the satisfaction of the Manager.

7.1 Purpose of Security

The security is required to ensure compliance with Bylaw No. 2570 and this Licence, and to ensure that sufficient funding is available for Facility operations and maintenance, remediation of the Facility, Facility closure, and post-closure monitoring of the Facility, in accordance with the terms and conditions of this Licence.

7.2 Form and Amount of Security

The security shall be in the amount of \$33,888 or adjusted pursuant to Section 10.3 of Bylaw No. 2570, and shall be provided in the form of:

- Cash
- Certified cheque; or
- An irrevocable standby letter of credit issued by a Canadian Schedule I Chartered Bank.

The amount of security required under this License may be reviewed periodically at the sole discretion of the Manager and may be adjusted by the Manager.

7.4 Conditions for Drawing on Security

Where a Licensee, owner or operator defaults under Bylaw No. 2570 or a condition of this Facility License, the Manager may, by written notice to the Licensee, require the default to be

remedied within a period specified by the Manager, and if the default is not remedied within the specified time, the Regional District may draw down in whole or in part on the security for the purposes of rectifying the default condition.

8.0 Licence Suspension or Cancellation

This License may be suspended or cancelled in accordance with Bylaw No. 2570.

