

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4435**

**A BYLAW TO REGULATE THE REMOVAL OR DEPOSIT OF SOIL ON LANDS
WITHIN THE JUAN DE FUCA ELECTORAL AREA**

WHEREAS:

- A. Under the Supplementary Letters Patent issued on February 12, 1973 (Division XI), as amended by the Supplementary Letters Patent dated August 25, 1986, the Capital Regional District (CRD) was granted authority to undertake the function of regulating the *removal* and *deposit* of soil;
- B. Subject to Section 9 of the Community Charter, Section 327 of the Local Government Act authorizes a regional district to regulate or prohibit the *removal* of soil from and *deposit* of soil and other materials on any land within the regional district or in any area of the regional district, to make different regulations and prohibitions for different areas, and to require permits and impose fees;
- C. The *Board* of the Capital Regional District wishes to regulate both the *removal* of soil and the *deposit* of soil and other materials within the Juan de Fuca Electoral Area of the Capital Regional District;
- D. The Capital Regional District recognizes that within areas designated as Agricultural Land Reserve (ALR) under the Agricultural Land Commission Act (ALC Act) this Bylaw has no force or effect unless the *soil deposit* or extraction is authorized under the ALC Act or Regulations, or approval from the Agricultural Land Commission for *soil deposit* or extraction has been obtained through an application or notification process;
- E. The Capital Regional District acknowledges that within areas classified as *private managed forest land*, this Bylaw and any permits issued under this Bylaw must not have the effect of restricting, directly or indirectly, a forest management activity listed under Schedule A of the Private Managed Forest Land Regulation.

NOW THEREFORE the *Board* of the Capital Regional District, in open meeting assembled, enacts as follows:

REPEAL AND REPLACEMENT OF BYLAWS

The following bylaw is hereby repealed in its entirety:

- (a) Capital Regional District Bylaw No. 3941, cited as the "Juan de Fuca Soil Removal or Deposit Bylaw No. 1, 2015".

and replaced by this Bylaw.

TITLE

- 1 This Bylaw may be cited for all purposes as the "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025".

DEFINITIONS

- 2 In this Bylaw, the following definitions apply:

AGENT means a person who has been authorized in writing by an owner to apply for a *permit* or to act on the owner's behalf on matters regulated by this Bylaw or authorized by a *permit*.

AGRICULTURAL LAND COMMISSION (ALC) means the provincial Agricultural Land Commission established under Section 4 of the ALC Act.

AGRICULTURAL LAND RESERVE (ALR) means agricultural land designated as an agricultural land reserve under the ALC Act and includes an agricultural land reserve under a former Act.

APPLICANT means an owner, or their *agent*, who has submitted an *application*.

APPLICATION means an application for a *permit* to *deposit* soil.

AUTHORIZED PERSON has the same meaning as under the Sewerage System Regulation, B.C. Reg. 326/2004, as amended or replaced from time to time.

BOARD means the Capital Regional District Board.

BUILDING OFFICIAL means a Registered Building Official employed by the CRD to administer and enforce CRD Building Regulation Bylaw, 2010, Bylaw No. 3741, as amended or replaced from time to time.

BUILDING PERMIT means a permit issued under the authority of CRD Building Regulation Bylaw, 2010, Bylaw No. 3741, as amended or replaced from time to time.

BYLAW ENFORCEMENT OFFICER means a person designated by the *Board* to administer and enforce bylaws within the CRD.

COMPOST means a product which is:

- (a) a stabilized earthy matter having the properties and structure of humus;
- (b) beneficial to plant growth when used as a *soil* amendment;
- (c) produced by composting; and
- (d) only derived from organic matter.

CONTAMINATED SITES REGULATION means the Province of British Columbia's Contaminated Sites Regulation, B.C. Reg. 375/96, as amended or replaced from time to time.

DEPOSIT means the act of moving *soil* or other material and placing it upon a *parcel* of land where such *soil* or other material did not previously exist or stand.

DRAINAGE COURSE means a well-defined, natural or artificial channel that conveys stormwater, whether it usually contains water or not.

ELECTORAL AREA means the Juan de Fuca Electoral Area of the Capital Regional District.

GENERAL MANAGER means the General Manager responsible for the administration and enforcement of this Bylaw, or a person authorized to act on his or her behalf.

HIGH-VOLUME SITE means a site in relation to which section 55.1 (2) [high volume receiving sites] of the Environmental Management Act applies.

HOLIDAY means:

- (a) Sunday;
- (b) Christmas Day, Good Friday and Easter Monday;
- (c) Canada Day, Victoria Day, British Columbia Day, Labour Day, National Day for Truth and Reconciliation, Remembrance Day, Family Day and New Year's Day;
- (d) December 26; and
- (e) a day set by the Parliament of Canada or by the Legislature, or appointed by proclamation of the Governor General or the Lieutenant Governor, to be observed as a day of general prayer or mourning, a day of public rejoicing or thanksgiving, a day for celebrating the birthday of the reigning Sovereign, or as a public holiday.

LANDSCAPE MATERIAL means gravel, rock, stone, sand, bark mulch, topsoil, *compost* and similar materials used for *landscaping* purposes and obtained from a commercial landscape supplier.

LANDSCAPING means preserving or changing the natural features of a parcel by the application of *landscape material*, but does not include changes in grade, stockpiling and excavation.

LAND USE BYLAW means the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040; the Malahat Land Use Bylaw, 1982, Bylaw No. 980; the Land Use Bylaw for the Rural Resource Lands, 2009, Bylaw No. 3602; the Comprehensive Community Development Plan for Port Renfrew, 2003, Bylaw No. 3109, and the Comprehensive Community Plan for Willis Point, 2002, Bylaw No. 3027;

LAND USE COMMITTEE means the Committee established by the *Board* in accordance with Bylaw No. 3166 to make land use recommendations to the *Board*.

MINE means a mine operating under the authorization of a permit issued under the Mines Act.

PARCEL means a lot, block or other area in which real property is held or into which real property is subdivided, and includes a strata lot created under the Bare Land Strata Regulations pursuant to the Strata Property Act, but specifically excludes any other strata lot created pursuant to the Strata Property Act or a highway or portion thereof.

PERMIT means the written authority issued by the *General Manager* for the *deposit of soil* on any *parcel*.

PERMIT AREA means the area of land over which the *soil deposit* occurs, or is proposed to occur, within the subject *parcel*.

PRIVATE MANAGED FOREST LAND means private land in respect of which there is a management commitment in accordance with the Private Managed Forest Land Act and that is classified as managed forest land under the Assessment Act.

PROFESSIONAL REPORT means a report, or reports, prepared by a *qualified professional* in compliance with this Bylaw.

QUALIFIED PROFESSIONAL (QP) may include an engineer, geoscientist, hydrogeologist, agrologist, biologist, soil scientist or land surveyor who is working within their field of expertise and is in good standing with the applicable professional organization.

RECYCLED ASPHALT PAVEMENT means asphalt that has been recovered from a demolition process, and that does not include, or is not combined with metal, plastic, rubber, wood, glass, paper, organic materials or other contaminants.

RECYCLED CONCRETE AGGREGATE means concrete that has been recovered from a demolition process, and that does not include, or is not combined with metal, plastic, rubber, wood, glass, paper, organic materials or other contaminants.

REMOVAL means the act of removing *soil* from any *parcel* on which it exists and includes the removal of *soil* which has been placed into a *stockpile* or storage facility.

RIPARIAN ASSESSMENT AREA means:

- (a) for a *stream*, the 30-metre strip on both sides of the *stream*, measured from the *high-water mark*;
- (b) for a ravine less than 60 metres wide, a strip on both sides for the *stream* measured from the *high-water mark* to a point that is 30 metres beyond the top of the ravine bank; and
- (c) for a ravine 60 metres wide or greater, a strip on both sides of the *stream* measured from the *high-water mark* to a point that is 10 metres beyond the top of the ravine bank.

SECURITY DEPOSIT means a cash deposit, certified cheque or irrevocable letter of credit provided by the *applicant* to ensure all works will be carried out in compliance with the conditions of the Bylaw.

SOIL means unconsolidated mineral or organic material, rock, fill, and sediment that is *deposited* on land, but does not include sewage sludge and *compost* that is applied to land for a beneficial purpose in compliance with the Organic Matter Recycling Regulation or an authorization given under the Environmental Management Act, manure from animals, or farm *compost* material placed on land as a soil amendment or conditioner; or minerals as defined in the Mineral Tenure Act or Regulation.

SOIL DEPOSIT LOGBOOK means a record of all *soil deposited* to which an exemption under Section 13 or a permit under Sections 21, 23, 24 or 26 apply and includes the following information:

- (a) the date, time and origin of each delivery of *soil*;
- (b) the contact information (name and phone number) for each project site or property from which the *soil* originated;
- (c) the total *volume soil deposited*;
- (d) the company that delivered the *soil*; and
- (e) the name of the person entering the *soil deposit logbook* information.

STOCKPILE means an artificial accumulation of *soil* or other material held in reserve for future use, distribution or *removal*.

STREAM means any of the following:

- (a) a *watercourse* or body of water, whether or not it usually contains water; and
- (b) any of the following that is connected by surface flow to a *watercourse* or body of water referred to in paragraph (a):
 - (i) a ditch, whether or not it usually contains water,
 - (ii) a spring, whether or not it usually contains water; or
 - (iii) a wetland.

TYPE 'A' SOIL DEPOSIT PERMIT means a *permit* authorizing the *deposit* of *soil* on a *parcel* where the *volume of soil* is less than or equal to 250 m³ per calendar year.

TYPE 'B' SOIL DEPOSIT PERMIT means a *permit* authorizing the *deposit* of *soil* on a *parcel* where the *volume of soil* is greater than 250 m³ and less than or equal to 2,000 m³ per calendar year.

TYPE 'C' SOIL DEPOSIT PERMIT means a *permit* authorizing the *deposit* of *soil* on a *parcel* where the *volume of soil* is greater than 2,000 m³ and less than or equal to 4,000 m³ per calendar year.

TYPE 'D' SOIL DEPOSIT PERMIT means a *permit* authorizing the *deposit* of *soil* on a *parcel* where the *volume of soil* is greater than 4,000 m³ per calendar year.

UNSUITABLE MATERIAL means:

- (a) construction, reconstruction, renovation, building, demolition and road works wastes of any nature, except *recycled asphalt pavement* and *recycled concrete aggregate* in accordance with the requirements of this Bylaw;
- (b) *wood waste* derived from any commercial or industrial activity; and
- (c) *soil* known to contain species identified under the *Weed Control Act*.

WATERCOURSE means a permanent or non-permanent (containing water at least six months of the year) source of water supply that is natural or man-made, including a pond, lake, river, creek, brook, ditch, spring or wetland that is integral to a *stream*, with well-defined banks and a bed of 0.6 m or more below the surrounding land serving to give direction to or containing a current of water but does not apply to a man-made pond that does not connect to a *stream*.

WOOD WASTE means wood residue in mechanically shredded form and includes sawdust, hog fuel, bark, chips, slabs, shavings, trimmings, edgings, or other such waste that is the result of any manufacturing process involved in the production of lumber or other wood products.

VOLUME means the volume of uncompacted *soil* measured for the purpose of transport to a property before it is *deposited*.

PURPOSE

- 3 This Bylaw has been enacted for the purpose of regulating the *removal* and *deposit* of *soil* within the Juan de Fuca Electoral Area of the CRD in the general public interest.
- 4 The purpose of this Bylaw does not extend:
 - (a) to the protection of owners, occupiers or persons involved in the *removal* or *deposit* of *soil* from economic loss;
 - (b) to the assumption of the CRD or any officer or employee of the CRD of any responsibility for ensuring compliance by any person involved in the *removal* or *deposit* of *soil* on land under this Bylaw, or any other enactments applicable to the *removal* or *deposit* of *soil* or the development of land;
 - (c) to providing any person with a warranty that any *deposit* or *removal* of *soil* will not violate this Bylaw, any other enactment or create any nuisance of any type;
 - (d) to relieving *applicants* from the responsibility for removing any *soil* that has been *deposited* contrary to this Bylaw or a *permit* issued under this Bylaw;
 - (e) to lands within the ALR except where authorized under the *ALC Act* or *Regulations* or as approved by the ALC through an application/notification process; or

- (f) to forest management activity on lands classified as Managed Forest Land under the Private Managed Forest Land Act; and
- (g) any liability relating to damaging highways or *depositing* materials on a highway.

BYLAW APPLICATION

- 5 This Bylaw applies within the *Electoral Area*, except when in conflict with the ALC Act or Regulations or the Private Managed Forest Land Act.

SEVERABILITY

- 6 If any section, subsection, sentence, paragraph, or schedule forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the section, subsection, paragraph, or schedule may be severed from the Bylaw without affecting the validity of the Bylaw or any portion of the Bylaw or remaining schedules.

INCORPORATION OF SCHEDULES

- 7 Schedules 'A' and 'B', attached hereto, are hereby made a part of this Bylaw.

GENERAL REGULATIONS

- 8 No person shall do any of the following anywhere in the *Electoral Area*:
- (a) *deposit soil* or cause, permit or allow the *deposit of soil* on any *parcel*, unless or until a *permit* allowing the *deposit* has first been obtained or unless the *deposit* does not require a *permit* under Section 13 of this Bylaw;
 - (b) *deposit a volume of soil* in excess of 4,000 m³, except in accordance with Section 13 or where specifically authorized or permitted by a *land use bylaw* and under a *Type 'D' Soil Deposit Permit*;
 - (c) *deposit unsuitable material* or cause, permit or allow the *deposit of unsuitable material* on any *parcel*, unless specifically authorized or permitted by a *land use bylaw*;
 - (d) *remove or deposit soil* in or around a *watercourse* unless in compliance with the provincial Riparian Areas Protection Regulation, the Water Sustainability Act, or Part 9 of the Health Safety and Reclamation Code;
 - (e) *remove or deposit any soil material* on land in the ALR unless authorized by the ALC Act or Regulations or as approved by the ALC; or
 - (f) *deposit soil* contrary to any *permit* issued under this Bylaw.
- 9 The owner of land from which *soil* is to be *removed* or on which *soil* is to be *deposited* is responsible for ensuring compliance with the provisions of this Bylaw.
- 10 The owner of land from which *soil* is to be *removed* or on which *soil* is to be *deposited* is responsible to contact the relevant Provincial and Federal ministries or agencies in order to determine the requirements of those ministries or agencies in relation to any *soil deposit* or *removal* undertaken under the authority of this Bylaw, and the *owner* is responsible to comply with those requirements.

SOIL REMOVAL REGULATIONS

- 11 The *removal of soil* from land in the *Electoral Area* is subject to the following regulations:
- (a) No person shall engage in the *removal of soil*, or in the excavation or moving of *soil* associated with *soil removal* operations:
 - (i) on a *holiday*, or
 - (ii) outside the hours of 7 am to 7 pm.
 - (b) Despite Section 11(a)(ii), no person shall engage in the *removal of soil*, or in the excavation or moving of *soil* associated with *soil removal* operations on a Residential, Rural Residential,

Multiple Family Residential or Community Residential zoned *parcel* as defined in a *land use bylaw*:

- (i) outside the hours of 8 am and 5 pm.
- (c) Where the *soil removal* is within a development permit area designated by a CRD official community plan bylaw under Section 488(1)(a) (protection of the natural environment) or Section 488(1)(b) (protection of development from hazardous conditions) of the Local Government Act, a development permit must be issued prior to the *removal* of any *soil*.
- (d) Where the *soil removal* is within an area for which a development permit has been issued, the *soil removal* must comply with the development permit.
- (e) Where the *removal* of *soil* is proposed within 5 m of a *riparian assessment area* boundary, no person shall remove soil unless the person has first installed sediment control fencing adjacent to any *riparian assessment area*, unless otherwise authorized in a development permit.
- (f) Where both the *soil removal* site and *soil deposit* site are located in the *Electoral Area*, a *permit* must be approved for the *deposit* site prior to any *soil removal*.
- (g) Any *soil removal* in excess of 100 m³ in a calendar year requires approval of the Ministry of Transportation and Transit.
- (h) Public highway rights-of-way, including travelled surfaces and roadside ditches, must remain free of *soil*, gravel, rock or other material during *soil removal* operations.

SOIL DEPOSIT REGULATIONS

12 In addition to any conditions specified in a *permit* under this Bylaw, the *deposit* of any *soil* on land in the *Electoral Area* must comply with the following regulations:

- (a) No person shall engage in the *deposit* of *soil*, or in the excavation, grading or moving of *soil* associated with *deposit* operations:
 - (i) on a *holiday*,
 - (ii) or outside the hours of 7 am to 7 pm,
 except as authorized or further restricted in a *permit*.
- (b) Despite Section 12(a)(ii), no person shall engage in the *deposit* of *soil*, or in the excavation, grading or moving of *soil* associated with *deposit* operations on a Residential, Rural Residential, Multiple Family Residential or Community Residential zoned *parcel* as defined in a *land use bylaw*:
 - (i) outside the hours of 8 am and 5 pm,
 except as authorized or further restricted in a *permit*.
- (c) Where the *soil deposit* is within a development permit area designated by a CRD official community plan bylaw under Section 488(1)(a) (protection of the natural environment) or Section 488(1)(b) (protection of development from hazardous conditions) of the Local Government Act, a development permit must be issued prior to the *deposit* of any *soil*.
- (d) Where the *soil deposit* is within an area for which a development permit has been issued, the *soil deposit* must comply with the development permit.
- (e) Where the *deposit* of *soil* is proposed to be located within 5 m of a *riparian assessment area* boundary, no person shall *deposit* or permit the *deposit* of *soil* unless they have installed sediment control fencing along the boundary of the *riparian assessment area* prior to the commencement of the *soil deposit*, except as otherwise specified in a *permit* under this Bylaw.
- (f) A person *depositing* *soil* shall ensure that all *streams*, *watercourses*, wetlands, and drainage facilities are kept free of silt, clay, sand, debris and other material attributable to the *soil deposit* activity that could obstruct, impair, or impede drainage facilities and *watercourses*, except as authorized by the Province.

- (g) A person that has *deposited* or is *depositing soil* shall ensure that the slope of any exposed face of *deposited soil* is greater than the angle of repose necessary for stability of the *deposited* material, except that:
 - (i) The slope of any exposed face of *deposited soil* within 10 m of a property boundary must not be greater than 4:1 (4 vertical to 1 horizontal) or than the angle of repose necessary for stability of the *deposited* material, whichever is less.
- (h) A person that has *deposited* or is *depositing soil* shall ensure that the *soil* is graded so that positive gravity drainage is assured.
- (i) A person that has *deposited* or is *depositing soil* shall install and a drainage system of sufficient capacity and extent to ensure that runoff onto adjacent lands will be no greater than prior to commencement of the *soil deposit*.
- (j) *Soil* must not be *deposited* over a well or other water source or sewage disposal systems without prior approval by a *qualified professional*.
- (k) Any *soil deposit* in excess of 250 m³ in a calendar year requires approval of the Ministry of Transportation and Transit.
- (l) Public highway rights-of-way, including travel surfaces and roadside ditches, shall remain free of *soil*, gravel, rock or other material during *soil deposit* operations, except with written approval of the Ministry of Transportation and Transit.
- (m) *Soil* must not be *deposited* over any statutory right-of-way without first obtaining written approval of the authority having jurisdiction over the statutory right-of-way.
- (n) Where *soil* is *deposited* under a *permit* required by this Bylaw, the *volume* is the cumulative amount of *soil deposited* over a 5-year period starting from the completion or expiration of the most recent *permit*.

PERMIT EXEMPTIONS

- 13** Notwithstanding Section 12, a *permit* is not required if at least one of the following conditions is satisfied:
- (a) the *deposit* consists of *landscape material* or of aggregate that is sourced from a *mine*, for the sole purpose of *landscaping a parcel* where the total *volume deposited* does not exceed 250 m³ in any calendar year;
 - (b) all of the *soil* to be *deposited* is necessary for the construction of basements, footings and foundations, or for the installation of works and services including septic fields and driveways in conjunction with the construction of a building or structure under a valid *building permit* while such *building permit* remains in force where the total *volume deposited* under Section 13(b) does not exceed 2,000 m³;
 - (c) all of the *soil* to be *deposited* is necessary for the construction of works and services including septic fields and future public highways in conjunction with the subdivision of land under an active application with the Ministry of Transportation and Transit;
 - (d) all of the *soil* to be *deposited* is, in the written opinion of an *authorized person*, required for the maintenance, repair, or replacement of a sewerage system and associated works where the total *volume deposited* under Section 13(d) does not exceed 2,000 m³;
 - (e) the *deposit* is required for the construction or repair of works, roads, highways or services by or on behalf of the CRD, or the Ministry of Transportation and Transit, and the *deposit* is onto a *parcel* owned or leased by one of these authorities;
 - (f) the *deposit* is to a *parcel* owned or leased by the federal or provincial government provided that this exemption does not apply to the *deposit* on a *parcel* that is leased or licensed by the provincial or federal government to a third party;
 - (g) the *soil* is being relocated within the boundaries of the *parcel* from which it originates;

- (h) the *deposit of soil* is on land used for authorized industrial uses or for commercial landscape supply, horticultural use or as a nursery in compliance with a *land use bylaw* and the *ALC Act*, and such *deposit* is necessary to create a *stockpile* for re-sale or is otherwise necessary as part of the routine business operations of a landscape supply, horticultural or nursery operation;
 - (i) the *deposit of soil* is authorized by a permit or other explicit approval under the *Mines Act*;
 - (j) the *deposit of soil* is on land that is designated as *private managed forest land* and the *deposit* is a forest management activity in accordance with the *Private Managed Forest Land Act* and *Regulation*; or
 - (k) the *deposit of soil* is registered as a *high-volume site* by the Province on land located within the Rural Resource Lands Official Community Plan area;
 - (l) the *deposit* or import of aggregate that is sourced from a *mine* in connection with the operation of farm, horse stable, or other agricultural use, and where the land is within the *Agricultural Land Reserve*, the *deposit* or import is also designated as a farm use under the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*; and
 - (m) the *deposit* is undertaken to resolve an emergency situation that presents an immediate danger related to flooding, erosion, land slide or other immediate threat to life or property.
- 14 Where the *Building Official* is of the opinion that *soil* being *deposited*, or to be *deposited*, under Section 13(b) or 13(c) of this Bylaw is not necessary for the construction of basements, footings, and foundations, or for the installation of works and services including septic fields and driveways, the *Building Official*, *Bylaw Enforcement Officer* or *General Manager* may order the immediate cessation of *soil deposit* until a *permit* has been applied for and issued under this Bylaw.
- 15 Where the *General Manager* is of the opinion that *soil* being *deposited*, or to be *deposited*, under Section 13(m) of this Bylaw is not necessary to resolve an emergency situation that presents an immediate danger related to flooding, erosion, land slide or other immediate threat to life or property, the *General Manager* may order the immediate cessation of *soil deposit* until a *permit* has been applied for and issued under this Bylaw.
- 16 The onus of demonstrating compliance with Section 13 is at all times on the owner of the land undertaking the *deposit of soil*, who must provide to the CRD sufficient documentation, including but not limited to a *soil deposit logbook*, to the satisfaction of the *General Manager* to confirm that the person meets the conditions for granting an exemption under Section 13 and the regulations specified under Section 12.
- 17 A person who intends to *deposit soil* under Section 13 must submit to the CRD, at least 5 days prior to the proposed *deposit*, a Contaminated Site Waiver (Schedule 'B') or a Site Disclosure Statement, as set out in Schedule 1 of the *Contaminated Sites Regulation* of the *Environmental Management Act* of British Columbia, for the site from which the *soil* originated.

PERMIT APPLICATION REQUIREMENTS

- 18 Every *application* must be made by the owner of the *parcel* on which the *soil* is to be *deposited*, or by the *agent* of the owner.
- 19 If the *applicant* is not the owner of the *parcel* of land, the *applicant* must provide a signed owner authorization from all owners of the *parcel* of land authorizing the *applicant* to carry out the works on behalf of the owner.
- 20 All plans, specifications and *professional reports* forming part of an *application* in respect of which a *permit* is issued forms part of and will be incorporated in the *permit* unless otherwise specified, and without limiting the foregoing, a *permit* issued is limited to the *volume* of *soil* that is to be *deposited*.

APPLICATION REQUIREMENTS – TYPE 'A' SOIL DEPOSIT PERMIT

- 21 Unless exempt under Section 13, any person intending to *deposit a volume* of up to 250 m³ of *soil* on a *parcel* of land must first obtain a *Type 'A' Soil Deposit Permit*.
- 22 Every *application* for a *Type 'A' Soil Deposit Permit* must include the following:

- (a) a completed *Type 'A' Soil Deposit Permit application* form, including all required signatures and authorizations;
- (b) a title search, and copies of all registered encumbrances obtained no more than 30 days prior to the date of submission of the *application*;
- (c) the applicable *security deposit* and *permit fees* (Schedule 'A');
- (d) a Contaminated Site Waiver (Schedule 'B'), or a Site Disclosure Statement, as set out in Schedule 1 of the *Contaminated Sites Regulation* of the *Environmental Management Act* of British Columbia, completed by the owner, or agent, of the site from which the *soil* originated;
- (e) a scaled and dimensioned site plan of the property where the *soil* is to be *deposited* showing:
 - (i) the location of property boundaries;
 - (ii) the specific location on the property where the *soil* is to be *deposited*;
 - (iii) the location of the proposed crest of a fill slope and the proposed toe of a fill slope and their elevations;
 - (iv) the location of driveway accesses, internal roadways, buildings and structures located on the property;
 - (v) the location of wells and septic fields; and
 - (vi) the location of any *stream*, lake, pond, wetland, *drainage course* or the sea on the subject property or within 30 m of the *soil deposit area*.
- (g) Where a Steep Slope, as defined by the applicable Official Community Plan Development Permit designation, is created as a result of *soil deposit* activity, a Soil Assessment and Deposit Plan prepared by a *qualified professional*, including:
 - (i) plans drawn to a scale of not less than 1:1,000, showing the existing contours with contour intervals of not more than 1 m; and the location of buildings or structures; *watercourses*, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed *permit area*; driveways; and ingress and egress points from the proposed *permit area* to a highway;
 - (ii) the proposed contours of the *parcel* in its final state upon completion of the *permit* activities with contour intervals of not more than 1 m; and
 - (iii) the proposed total *volume* of *soil* to be *deposited*.

APPLICATION REQUIREMENTS – TYPE 'B' AND TYPE 'C' SOIL DEPOSIT PERMIT

- 23** Unless exempt under Section 13, any person intending to *deposit* a *volume* of more than 250 m³ but less than or equal to 2,000 m³ of *soil* on a *parcel* of land must first obtain a *Type 'B' Soil Deposit Permit*.
- 24** Unless exempt under Section 13, any person intending to *deposit* a *volume* of more than 2,000 m³ but less than or equal to 4,000 m³ of *soil* on a *parcel* of land must first obtain a *Type 'C' Soil Deposit Permit*.
- 25** Every *application* for a *Type 'B' or Type 'C' Soil Deposit Permit* must include the following:
- (a) a completed *Type 'B' and Type 'C' Soil Deposit Permit application* form, including all required signatures and authorizations;
 - (b) a title search, and copies of all registered encumbrances obtained no more than 30 days prior to the date of submission of the *application*;
 - (c) the applicable *security deposit* and *permit fees* (Schedule 'A');
 - (d) a Contaminated Site Waiver (Schedule 'B') or a Site Disclosure Statement, as set out in Schedule 1 of the *Contaminated Sites Regulation* of the *Environmental Management Act* of British Columbia, completed by the owner, or agent, of the site from which the *soil* originated;

- (e) a scaled and dimensioned site plan prepared by a *qualified professional* showing the following:
 - (i) the location of property boundaries;
 - (ii) the specific location on the property where the *soil* is to be *deposited*;
 - (iii) the location of the proposed crest of a fill slope and the proposed toe of a fill slope and their elevations;
 - (iv) the location of driveway accesses, internal roadways, buildings and structures located on the property;
 - (v) the location of wells and septic fields;
 - (vi) the location of any *stream*, lake, pond, wetland, *drainage course* or the sea on the subject property or within 30 m of the *soil deposit area*; and
 - (vii) the proposed contours of the *parcel* in its final state upon completion of the *permit* activities with contour intervals of not more than 1 m.
- (f) Where a Steep Slope, as defined by the applicable the Official Community Plan Development Permit designation, is created as a result of *soil deposit* activity, a Soil Assessment and Deposit Plan prepared by a *qualified professional*, including:
 - (i) plans drawn to a scale of not less than 1:1,000, showing the existing contours with contour intervals of not more than 1 m; and the location of buildings or structures; *watercourses*, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed *permit area*; driveways; and ingress and egress points from the proposed *permit area* to a highway;
 - (ii) the proposed contours and cross-sections of the *parcel* in its final state upon completion of the *permit* activities with contour intervals of not more than 1 m; and
 - (iii) the proposed total *volume* of *soil* to be *deposited*, including any pertinent information used to calculate the *soil deposit volume*.

APPLICATION REQUIREMENTS – TYPE ‘D’ SOIL DEPOSIT PERMIT

- 26** Any person intending to *deposit* a *volume* of more than 4,000 m³ of *soil* on a *parcel* of land specifically authorized or permitted by a *land use bylaw*, must first obtain a *Type ‘D’ Soil Deposit Permit*, unless exempt under Section 13.
- 27** Every *application* for a *Type ‘D’ Soil Deposit Permit* must include the following:
- (a) a completed *Type ‘D’ Soil Deposit Permit application* form, including all required signatures and authorizations;
 - (b) a title search, and copies of all registered encumbrances, including water licenses, obtained no more than 30 days prior to the date of submission of the *application*;
 - (c) the applicable *security deposit* and *permit fees* (Schedule ‘A’);
 - (d) a Site Disclosure Statement, as set out in Schedule 1 of the *Contaminated Sites Regulation* of the *Environmental Management Act* of British Columbia, completed by the owner, or agent of the site from which the *soil* originated;
 - (e) a Soil Assessment and Deposit Plan prepared by a *qualified professional*, including:
 - (i) plans drawn to a scale of not less than 1:1,000, showing the existing contours with contour intervals of not more than 1 m; and the location of buildings or structures; *watercourses*, tree cover, wells, known aquifers; sewage disposal fields, public utilities; the proposed *permit area*; driveways; and ingress and egress points from the proposed *permit area* to a highway;
 - (ii) the proposed contours and cross-sections of the *parcel* in its final state upon completion of the *permit* activities with contour intervals of not more than 1 m;

- (iii) the proposed total *volume* of *soil* to be *deposited*, including any pertinent information used to calculate the *soil deposit volume*;
 - (iv) the estimated schedule and phasing of *soil deposit* activity;
 - (v) a description of procedures for controlling access to the site; and
 - (vi) a description of procedures for documenting the origin and composition of *soil* to be *deposited*, including preliminary fill source assessments, *soil* source Site Disclosure Statements, and truck tracking receipts.
- (f) an Environmental Assessment and Protection Plan prepared by a *qualified professional*, including:
- (i) measures to control *soil* erosion and sedimentation;
 - (ii) measures for managing on-site drainage and ensuring that adjacent properties will not be negatively impacted by water runoff from the *soil deposit* site;
 - (iii) measures for protecting *riparian assessment areas* and for ensuring that *watercourses*, wells and aquifers, flowing through or under the *parcel*, will not be negatively impacted by the *soil deposit* activity or by storm water runoff from the *soil deposit* site (this may be combined with a Riparian Areas Protection Regulation Assessment where required);
 - (iv) measures for controlling noxious weeds and invasive species; and
 - (v) measures to control: dust, noise, odour, smoke, vibration and visual impacts caused by the *deposit* on adjacent *parcels*, and the tracking of *soil* or other material onto highways.

GENERAL APPLICATION REQUIREMENTS

- 28** In addition to the *application* requirements under Sections 25 and 27, the *General Manager* may require the following information prior to considering issuance of a *permit*:
- (a) a survey of the *parcel*, or in the case of a *parcel* exceeding 1 ha a survey of that part of the *parcel* that is the subject of the *application*, prepared by a British Columbia Land Surveyor (BCLS), including:
 - (i) the location of property boundaries, and any easements, statutory rights-of-way and covenant areas;
 - (ii) the specific location on the property where the *soil* is to be *deposited*;
 - (iii) the location of driveway accesses and internal roadways, buildings and structures located on the property;
 - (iv) the location of wells and septic fields;
 - (v) the location of all public infrastructure within 20 m of the property;
 - (vi) the location of any *stream*, lake, pond, wetland, *drainage course* or the sea on the subject property or within 30 m of the subject property; and
 - (b) a Site Remediation Plan prepared by a *qualified professional*, including:
 - (i) reclamation measures to stabilize, landscape and restore the land upon completion of the *soil deposit* activity;
 - (ii) measures for permanent drainage and storm water management; and
 - (iii) measures to address noxious weeds and invasive species after completion the of *soil deposit* activity; and
 - (c) for land that, in the opinion of the *General Manager*, may be susceptible to flooding, a Hydrology Report prepared by a *qualified professional* certifying that adjacent property and infrastructure will not be subject to increased flooding and hydraulic impacts caused by the reduced absorptive capacity of the land, reduced flood capacity, or the blockage or re-direction of flood water flows; and

- (d) for land that is located within an aquifer that is highly vulnerable to contamination by surface sources as classified by the Province of British Columbia or a study of the CRD, written authorization from the Ministry responsible.

PERMIT CONDITIONS

- 29** A *permit* constitutes written authority under this Bylaw to conduct only those activities described in the *permit*. All *deposit* activity must comply with the conditions of the *deposit permit* and this Bylaw.
- 30** All plans, specifications and *professional reports* forming part of an *application* in respect of which a *permit* is issued forms part of and will be incorporated into the *permit* as conditions unless otherwise specified by the *General Manager* and, without limiting the foregoing, a *permit* issued may specify the maximum *volume* of *soil* that is to be *deposited*.
- 31** In addition to the conditions specified under Section 30, a *permit* may include one or more conditions pertaining to the regulations of this Bylaw.
- (a) Every *permit* holder must keep a daily record of all *soil deposited* on the *permit* site in the form of a *soil deposit logbook*.
- (b) Every *permit* holder must, no later than twenty-four hours after a request to review the *soil deposit logbook*, submit the *soil deposit logbook* to the *General Manager* for review and inspection.
- (c) Where information in the *soil deposit logbook* is incomplete or determined to be false, the *permit* may be suspended and the *permit* holder or owner must undertake one or more of the following measures, as determined by the *General Manager*, to renew work under the *permit*:
- (i) Submit a *soil quality assessment*, including laboratory analysis of contamination for a specified *soil deposit* footprint, completed by a *qualified professional*;
- (ii) Complete the *soil deposit logbook*;
- (iii) Correct any false *soil deposit logbook* records; and
- (iv) Agree to submit monthly *soil deposit logbook* records for all subsequent *soil deposits* under the *permit*.
- (d) Prior to the *deposit* of any *soil* under a *Type 'B', Type 'C' or Type 'D' Soil Deposit Permit*, the holder must post a copy of the *permit*, or otherwise post a clear and legible sign, in English, indicating the duration and extent of the *soil deposit* at the point of entry to the property from the main road. The sign is to be 1 m x 1 m square and must include the *permit* number on it.
- (e) The holder of the *permit* must contact the Ministry of Transportation and Transit and comply with its requirements for road maintenance and cleanup during and after the *soil deposit* works.
- (f) The *General Manager* may require a post-*deposit* report prepared by a *qualified professional* confirming compliance with the *permit* conditions and certifying that the land is safe for the use intended.
- (g) Where a Site Remediation Plan is required, the *General Manager* may require a post-*deposit* report prepared by a *qualified professional* one year after the date of completion of *soil deposit* activity certifying that any recommendations of the Plan have been satisfied.
- (h) Where the *General Manager* has reason to believe that *soil* being *deposited* under this Bylaw is contaminated, the *General Manager* may order the immediate cessation of *soil deposit* until the person *depositing* the *soil* provides satisfactory evidence that the *deposit* is subject to and is in accordance with an authorization, certificate of compliance, order, or exemption under the *Environmental Management Act*.

AUTHORITY TO ISSUE THE PERMIT

- 32** The *Board* hereby delegates to the *General Manager* the authority to refer an *application* and to issue a *permit*.

- 33** The *General Manager* or *Board* may refuse to issue a *permit* where the *applicant* has not provided sufficient evidence that the *deposit of soil* can be carried out in compliance with this Bylaw and all other statutory, regulatory, bylaw and other requirements, and without creating a hazard to persons or property, damage to the environment, or irreparable damage to highways or other public property.

REFERRAL AND NOTICE

- 34** The CRD shall refer *applications* for a *Type 'B', Type 'C' or Type 'D' Soil Deposit Permit* as follows:
- (a) Staff will refer *applications* to the Ministry of Transportation and Transit, the Ministry of Environment and Parks and to any other agency or service provider whose interests the CRD deems may be affected by the *soil deposit* and to relevant CRD departments for comment.
 - (b) Each agency and department has 20 working days after the referral date to provide comments.
 - (c) If after 20 working days an agency or department has not provided a response, the agency or department will be considered to have no concerns.
 - (d) Where an agency or department has advised that additional time will be required to review the *application*, an extension to the referral period may be considered.
- 35** An *application* for a *Type 'D' Soil Deposit Permit* may be referred by the *General Manager* or *Board* to the *Land Use Committee* for comment and a recommendation to the *General Manager* or *Board* with respect to the terms and conditions of the *permit*.
- 36** The CRD will provide a notice of intent to issue a *Type 'B' or Type 'C' Soil Deposit Permit* as follows:
- (a) The CRD will provide notice in writing by regular mail to the owners and occupiers of land immediately adjacent to the *parcel* subject to the *permit application* a minimum of 10 working days prior to the date that issuance of the *permit* will be considered.
- 37** The CRD will provide a notice of intent to recommend or issue a *Type 'D' Soil Deposit Permit* as follows:
- (a) Where an *application* has been referred to the *Land Use Committee* under Section 35, the CRD will provide notice of the *Land Use Committee* meeting at which a recommendation will be considered, the CRD, by regular mail, to the owners and occupiers of land within 500 m of the *parcel* subject to the *permit application* a minimum of 10 working days prior to the date of the *Land Use Committee* meeting; or
 - (b) Where the *General Manager* or *Board* has not referred an *application* to the *Land Use Committee*, the CRD will provide notice in writing by regular mail to the owners and occupiers of land within 500 m of the *parcel* subject to the *permit application* a minimum of 10 working days prior to the date that issuance of the *permit* will be considered.

INSPECTION

- 38** The CRD *Bylaw Enforcement Officer* or *Building Official* is authorized, at all reasonable times, to enter and inspect any property to:
- (a) determine if the owner of a property upon which a proposed *deposit* operation is required to obtain a *permit*;
 - (b) determine if a *deposit* or *removal* has occurred on a property without a valid *permit* or approval, or is being carried out in accordance with the regulations of this Bylaw; and
 - (c) inspect a *soil deposit logbook*.
- 39** The owner of any property on which *soil* is *deposited* must maintain sufficient up-to-date records and physically identify and mark on the ground the outermost extents and elevation of the *soil deposit* activity to allow the progress of the *deposit* operation to be monitored by the CRD. Such records must be made available to the *Bylaw Enforcement Officer* or *Building Official* upon request.

TERM OF PERMIT

- 40** Every *permit* issued under this Bylaw expires upon the earlier of:
- (a) the time at which the *deposit* of the total amount of *soil* authorized to be *deposited* by the *permit* has been completed;
 - (b) for a *Type 'A' or 'B' Soil Deposit Permit*, one year after the date of *permit* issuance;
 - (c) for a *Type 'C' Soil Deposit Permit*, two years after the date of *permit* issuance; or
 - (d) the expiry date expressly stated in the *permit*.

PERMIT RENEWAL

- 41** If the *deposit* authorized by a *Type 'A', 'B' or 'C' Soil Deposit Permit* is not completed before the *permit* expires under Section 40, the *General Manager* may renew the *permit* provided that:
- (a) the *applicant* makes a written request to the *General Manager* for a renewal or extension a minimum of 10 days prior to the expiry date;
 - (b) the *applicant* has paid the required renewal and security fees;
 - (c) the *applicant* has submitted a title search and owner authorization, obtained no more than 30 days prior to the date of submission of the renewal;
 - (d) the *deposit* is being carried out in compliance with the original *permit*, including any conditions of a *professional report* that may apply; and
 - (e) there is no change in scope from the original *application*.
- 42** There is no limit on the number of times an *applicant* may apply for renewals, but no *applicant* has a vested right to receive any renewals. The CRD reserves the right to require that the terms and conditions of the *permit* may be revised prior to the renewal of the *permit*.
- 43** Requests for renewal that include a change in the scope of the original *application* will require a new *deposit application* and fees to be submitted.
- 44** A *Type 'D' Soil Deposit Permit* may not be renewed. Further *soil deposit* will require a new *application* and *permit*.

FEES AND SECURITY DEPOSITS

- 45** The *application* and volumetric fee for the *permit* is set out in Schedule 'A' and is based upon the *volume* of material to be *deposited* and, except as otherwise noted on Schedule 'A', must be paid in full before issuance of the *permit*.
- 46** To ensure the due and proper compliance with all the requirements and conditions of this Bylaw, including but not limited to the non-payment of *soil deposit* fees, the *applicant* must, before receiving a *permit* for the *deposit* of *soil*, provide a *security deposit* in the amount as set out in Schedule 'A'. Where the *security deposit* is provided in the form of an irrevocable letter of credit, such letter of credit must be clean and unconditional, automatically renewing and drawn on a charter bank in Canada.
- 47** The CRD shall not be required to pay any interest on a *security deposit*.
- 48** The CRD may draw upon the *security deposit* to remedy any breach of the Bylaw or *permit* conditions, including but not limited to:
- (a) failure to adhere to the conditions and plans attached to the *permit*, including but not limited to the submission of reports from a *qualified professional*;
 - (b) causing or permitting any damage or adverse effect to the environment, public health or safety, or neighbouring properties as a result of *soil deposit* activities; or
 - (c) failure to complete the *soil deposit* within the specified time or to obtain an extension from the CRD.

- 49** Where a *security deposit* is required under this Bylaw, the CRD will hold the *security deposit* for a minimum of six (6) months after the *permit* has expired or the works authorized by the *permit* have been completed and certified by a *qualified professional*.
- 50** Where the CRD undertakes remedial action to remedy any contravention of this Bylaw or the conditions of a *permit*, the full costs will be borne by the *applicant*.

PERMIT SUSPENSION, CANCELLATION AND AMENDMENT

- 51** If there is a contravention of any term or condition of the *permit*, or the *permit* was issued on the basis of statements made in an *application*, report, declaration or record required under this Bylaw that were false or misleading with respect to a material fact, or that omitted to state a material fact, the omission of which made the statement false or misleading, the *General Manager* may:
- (a) suspend in whole or in part the rights of the *applicant* under the *permit*;
 - (b) expire the *permit*;
 - (c) amend the *permit*; or
 - (d) attach new conditions to a *permit* without the consent of the *applicant*.
- 52** For any proposed material changes to the *permit*, the *General Manager* may require one or more of the following:
- (a) the submission of amended information under Section 22, 25, 27 or 28;
 - (b) referral under Section 34 and 35;
 - (c) notice under Section 34 and 35; and
 - (d) the submission of a new *application*, along with applicable fees.

OFFENCES AND PENALTIES

- 53** An offence is committed against this Bylaw by any person who:
- (a) contravenes a regulation or requirement of this Bylaw;
 - (b) causes, allows or permits a regulation or requirement of this Bylaw to be contravened; or
 - (c) fails to comply with any term or condition of a *permit*.
- 54** Any person violating any provision of this Bylaw or any person allowing a violation of this Bylaw is liable on summary conviction to a maximum fine of \$50,000.
- 55** A separate offence shall be deemed to be committed on each day during, or on which, a violation occurs or continues.
- 56** The penalties imposed under Section 54 are in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw or any other statute, law or regulation.

INDEMNIFICATION

- 57** The holder of the *permit* is at all times responsible for compliance with the provisions of this Bylaw and any other applicable enactment and for any claim, demand, damage, loss, costs, expense, fees, or fine that may arise from the *deposit of soil*.
- 58** The holder of a *permit* must save harmless, indemnify and keep indemnified the CRD, its officers, employees, contractors, and elected officials from any and all claims, demands, damages, losses, costs, expenses, fees, fines, actions, proceedings whatsoever brought by any person arising from the issuance of a *permit* under this Bylaw with respect to the *deposit of soil* authorized under a *permit*.

MINISTERIAL APPROVAL

59 Recognizing the provincial interest in matters related to the *deposit of soil* and other material, making reference to the quality of *soil* or material or to contamination, this Bylaw has been reviewed and approved by the minister responsible.

READ A FIRST TIME	THIS	12 th	DAY OF	February,	2025
READ A SECOND TIME	THIS	12 th	DAY OF	February,	2025
READ A THIRD TIME	THIS	12 th	DAY OF	February,	2025
APPROVED BY THE MINISTRY OF ENVIRONMENT AND PARKS	THIS	9 th	DAY OF	December,	2025
ADOPTED	THIS	13 th	DAY OF	May,	2026



CHAIR



CORPORATE OFFICER

SCHEDULE "A": FEES AND SECURITY DEPOSIT

PERMIT TYPE	PERMIT VOLUME	APPLICATION AND VOLUMETRIC FEE	SECURITY DEPOSIT	RENEWAL FEE
A	Up to 250 m ³	\$25	N/A	\$25
B	251 m ³ to 2,000 m ³	\$550 <i>application fee</i> plus \$0.93 per cubic metre of <i>soil deposited</i>	\$5,000	\$550
C	2,001 m ³ to 4,000 m ³	\$2,000 <i>application fee</i> plus \$1.11 per cubic metre of <i>soil deposited</i>	\$10,000	\$2,000
D	Greater than 4,000 m ³	\$3,000 <i>application fee</i> plus \$1.24 per cubic metre of <i>soil deposited</i>	\$15,000 per hectare, or part thereof, on which <i>soil</i> is to be <i>deposited</i>	Not Applicable

1. Prior to the issuance of a *Type 'B' or Type 'C' Soil Deposit Permit*, payment of the *application fee*, volumetric fee based on the estimated *volume* of *soil* to be *deposited*, and *security deposit* is required.
2. Prior to the issuance of a *Type 'D' Soil Deposit Permit*, payment of the *application fee*, 50% of the volumetric fee, and the *security deposit* is required. The remaining 50% of the volumetric fee is due upon the *deposit* of 50% of the *volume* of *soil* authorized to be *deposited* by the *permit*, as reported by the *qualified professional* and/or *soil deposit logbook*.

SCHEDULE 'B': CONTAMINATED SITE WAIVER



Juan de Fuca Community Planning
3 – 7450 Butler Road
Sooke, BC V9Z 1N1
T: 250.642.1500 | F: 250.642.5274

Date Received

SOIL DEPOSIT | CONTAMINATED SITE WAIVER

PROPERTY INFORMATION

Land from which soil is to be removed:
 PID: _____ Folio: _____
 Legal Description: _____
 Lot: _____ Section: _____ Block: _____ Township: _____ Plan: _____
 Land District: _____
 Civic Address: _____

Land on which soil is to be deposited:
 PID: _____ Folio: _____
 Legal Description: _____
 Lot: _____ Section: _____ Block: _____ Township: _____ Plan: _____
 Land District: _____
 Civic Address: _____

OWNER/APPLICANT INFORMATION

Name of Registered Owners:
 (If more than two, please list on a separate page.)
 1. _____
 2. _____

Name of Applicant: _____

Applicant Contact Information:
 Mailing Address:
 Street: _____ City: _____
 Province: _____ Postal Code: _____
 Tel (work): _____ Tel (home): _____
 Tel (mobile): _____
 Email: _____

OWNER DECLARATION

I, the owner of the land described above, hereby represent to the Capital Regional District, that to best of my knowledge, having done due and diligent inquiry, knowing that the Capital Regional District relies on this representation and warranty, the property described above has not been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the Contaminated Sites Regulation of the British Columbia Environmental Management Act.

Accordingly, I elect not to complete and submit a Schedule 1 Site Disclosure Statement in accordance with Section 40 (1)(b) of the Environmental Management Act.

Signature of Owner dd / mm / yy

Signature of Owner dd / mm / yy