

## How long does an AP review take?

An AP review may take days or months to complete, depending on how complex the site is, schedule issues, and how many reports the AP will have to review. However, the AP review process has proven to accelerate the process of obtaining an Environmental Certificate from the ministry.

## How long does a Certificate take to be issued after an AP submits the application to CSAP?

Most CSAP submissions take approximately two months to be approved by the ministry. This includes CSAP screening and ministry review and approval. However, on a random basis, one in every eight submissions undergoes a more detailed CSAP review (called a 'Performance Assessment').

A Performance Assessment can add approximately two months to the timeline; however, it may take longer if the review points to the need for more work.

**Note:** that an AP making a recommendation for an environmental Certificate for a site where the contamination extends beyond the legal boundaries or when a risk assessment approach is used to address the contamination, must maintain an 'arm's length' status for their review and communications. The definition of arm's length status is provided in a ministry document entitled Procedure 8 for Contaminated Sites and in the CSAP Practice Guidelines for AP's.

## Typical steps in obtaining an environmental Certificate



## The Role of Approved Professionals in Environmental Site Assessments, Cleanup and Obtaining a Regulatory Certificate

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## Getting Started

Prior to a site being developed, redeveloped or sold, consider the critical role a **Contaminated Sites Approved Professional (AP)** will play to ensure the success of your project. The following information outlines the function of an AP when applying for a government issued Environmental Certificate (i.e. Approval in Principle, Certificate of Compliance, Determination of Contaminated Site, or Contaminated Soil Relocation Agreement).

## What is an AP?

An AP is a scientist or engineer who is a member of the CSAP Society and has been appointed by the Ministry of Environment and Climate Change Strategy's (the "ministry") Roster of Approved Professionals. In most cases, only APs are qualified to complete applications for an Environmental Certificate. The AP is an objective reviewer who must work to standards and regulations set by the ministry. An AP works on behalf of the ministry and cannot advocate for approval of an application.

APs are accredited to review an environmental consultant's work to determine if it meets regulatory requirements. If it does, the AP will complete and submit the application to the CSAP Society recommending that the ministry issues the appropriate Certificate. The CSAP Society reviews and forwards the application to the ministry for final review and release.

## When do I need an AP?

In most cases in British Columbia, the services of an AP are mandatory if an Environmental Certificate is required from the ministry. Specifically, an AP is needed in circumstances where one wants to develop, redevelop, sell a contaminated site or requires an occupancy permit.

## I want to develop, redevelop, or sell a property, but it could be contaminated. What steps need to be taken?

1. Hire an **environmental consultant**. Or you can hire an AP to help source an environmental consultant as needed.
2. Follow the environmental consultant's advice about investigating and, if required, cleaning up the site. A site investigation determines if a site is contaminated and if so, how far the contamination has spread, and if the contamination may need to be cleaned up. The investigation and cleanup process must meet the requirements of **BC's Contaminated Sites Regulation** under the **Environmental Management Act**. When the remediation plan is in place, the consultant will discuss the process of hiring an AP with you.
3. The AP's role is to review the consultant's work and to complete an application for a ministry-issued **Environmental Certificate**. The Certificate enables a development project to proceed and is often required to obtain municipal permits and arrange financing.

## Why do I need to have an AP when I already have an environmental consultant?

The two roles are different. Your environmental consultant investigates and helps with site cleanup. The AP is an objective reviewer who is certified to complete the application to the ministry for an Environmental Certificate.

In very limited circumstances, the role of the environmental consultant and of the AP can be performed by the same person.

## When should an AP be hired?

An AP could be hired early on in a project, which allows the AP to review the investigation work and confirm that it is on track. It is best to speak with your environmental consultant at the outset of a project to determine when an AP should be hired. Often, project delays can result when an AP is not hired early enough. At the very latest, an AP will be required when the work is complete, to prepare the application recommending an Environmental Certificate to the ministry.

## How do I find the right AP for me?

The CSAP Society provides a list of APs. Your environmental consultant can also provide a recommendation to you for an AP whom they have confidence in and who works in your area.

## How much will it cost me to submit an application to the ministry?

The following fees need to be submitted along with your ministry application:

- CSAP fees for processing the application and forwarding it to the ministry.
- Ministry fees for reviewing and approving the application.

**Note:** The above fees do not include AP review fees, consultant fees for site investigation and possible cleanup which can be significant.