BRITISH COLUMBIA | Ministry of Environment

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Completing and Submitting Site Profiles

Provisions for contaminated sites in the *Environmental Management Act* (the Act) and Contaminated Sites Regulation (the Regulation) create a system to screen for potentially contaminated sites using site profiles. This document provides answers to common questions about completing and submitting site profiles.

What are site profiles?

Site profiles are forms that require information about the past and present uses of a site, as well as basic land descriptions. The site profile form is provided in Schedule 1 of the Regulation. The ministry has also prepared a user friendly site profile form available on our Land Remediation Section web site under "Forms". *Please use this version if you are submitting a site profile.*

When do I need to complete a site profile?

There must be a legal trigger in the Act or Regulation for a site profile to be completed and submitted. Site profiles submitted to the ministry for other reasons are not legally considered site profiles, and are not subject to the usual site profile processing requirements. Figure 1 and the three-step procedure described below will help you decide when you would be required to submit a site profile for a parcel.

Step 1. Establish if a specific type of application is being made or activity is being proposed

If any of the following items specified in the Regulation are involved, you will have to complete a site profile (unless you are otherwise exempted):

1. You are applying for
   - subdivision,
   - zoning,
   - development or development variance,
   - soil removal, or
   - demolition.
2. You are decommissioning a site.

   Please note that "decommission a site" means the removal, destruction or treatment of soil, process equipment or buildings, including the removal of storage tanks, in a manner designed to stop or reduce a significant portion of the operations at a site or to significantly change the use of the site.
3. You are taking over a property as a trustee, receiver or liquidator.
4. You are selling property that has, or has had, a Schedule 2 activity on it.

If you answer "yes" to any of the above, then you may have to complete a site profile.

Step 2. Determine if any of the activities listed in Schedule 2 have previously occurred at the parcel

If you determine that none of the activities listed in Schedule 2 of the Regulation has occurred, then you don't have to complete a site profile – unless you are ordered to do so by a Director of Waste Management, or a local government asks you to complete parts of a profile for their own records.

Schedule 2 can be found here.

Step 3. Decide if any exemptions apply

You are exempted from the duty to submit a site profile if any of the following applies:

- The Site Registry already contains a site profile that accurately reflects your current knowledge of the parcel.
- Your demolition permit application does not involve site decommissioning, or disturbance or excavation of soil beyond what is incidental to the demolition.
- The parcel is already under an official site investigation order from the ministry.
- Your development or variance permit application does not involve soil excavation.
- The local government or approving authority to which the site profile would be submitted has "opted out" by notifying the Minister that it does not wish to receive site profiles.
- Your demolition permit application relates to *temporary* camps or facilities associated with construction of rights-of-way for exploration or development of petroleum, natural gas, mineral, or geothermal energy resources.
- The entire parcel already has an Approval in Principle or a Certificate of Compliance from the ministry and no new contamination exists at the parcel since one was issued.
- A letter from the ministry confirms that the parcel was cleaned up before April 1, 1997, and the cleanup is consistent with the current standards for the proposed land or water use.
- The parcel has already been issued a Determination of Contaminated Site by the ministry, and there has been no new or additional contamination of the parcel.
- The parcel is part of an official "wide area remediation plan" and the site profile would have been required because of the contamination that the wide area remediation plan addresses.
- For property sales: The purchaser states in writing that he or she does not require a site profile; or, at the time of sale, the property is used primarily for residential purposes, or has always been zoned as residential.

If any one of the previous statements applies to your parcel, you will not be required to complete a site profile. *Be prepared to provide proof.*

Exceptions to the exemptions

Note: None of the above exemptions applies if you are taking possession or control of a Schedule 2 activity property as a trustee, receiver, or liquidator. In any of these situations, a site profile is always required.

How do I complete a site profile?

For the site profile to be considered satisfactorily completed, you must fill in Sections I, II, and III, answer *all* questions in Sections IV through IX, and sign Section XI. If a site profile is *not* satisfactorily completed, it may result in delays in getting an approval of your application.

Whoever completes a site profile is responsible for the accuracy of the answers. Questions are to be answered to the best of his or her knowledge. If the site history is unknown, it is recommended, at minimum, that the person completing the site profile contact the local government for their records regarding the parcel.

Even when a site profile is not legally required for any other reason, a local government may ask you to complete Sections I, II, III, and XI for its own records when you are submitting an application. Although these site profiles are not normally sent to the ministry, if it is, the local government will notify you with its reasons before it forwards us the site profile.

Section I – Contact Identification

- "Name of Site Owner" means the person or organization (one or more) that owns the property.
- "Person Completing Site Profile" can be the same as the site owner or someone authorized by the owner to submit the site profile on his or her behalf.
- "Person to Contact Regarding the Site Profile" can be the site owner or the person completing the site profile. If it is not the owner, the "Person to Contact" is responsible

for communicating the results of the site profile submission to the site owner.

Section II – Site Identification

Only one site profile should be completed for a site made up of more than one titled or untitled parcel, but individual parcels must be identified. Note that parcels that do not specifically have Schedule 2 activities associated with them should NOT be included on the site profile even if they are part of the larger site.

For all sites the following must be provided:

- The latitude and longitude using the 1983 North American Datum, accurate to 0.5 of a second of the centre of the site; and
- Accurate maps of appropriate scale that show the location and boundaries of the site.

For urban sites:

- In general, most urban sites are legally surveyed, titled, and registered and will have PIDs (Parcel IDentifiers). You can obtain PIDs for your site from your local Land Titles office or BC OnLine's Land Titles Office System.
- All PIDs must be provided for *each* parcel contained within the site and so must each parcel's legal description.

For remote sites:

- If the site is untitled Crown land (and therefore has no PID number), then the appropriate PINs (Parcel Identification Numbers) for each parcel, with the appropriate land description, should be supplied *if available*. Contact your local Crown Lands office to get this number.
- If it is available, also supply the Crown Land File Number for the site.

Section III – Commercial and Industrial Purposes or Activities

- Review the industrial and commercial purposes or activities list (Schedule 2 of the Contaminated Sites Regulation).
- Using your best knowledge, decide if one or more of the activities listed have occurred on your site either now or in the past.
- Enter the reference numbers of the activities (e.g., A1, E7) and the related written description (e.g., "adhesives manufacturing or wholesale bulk storage" or "road salt storage facilities") in the space provided.
- If you can't identify any listed activities, re-read the section in this document titled "When do I need to complete a site profile?" Likely you are not required to submit one.

Sections IV, V, VI, VII, VIII, and IX

- All questions must be answered to the best of your knowledge.
- Each question must be marked in either the *yes* or *no* column to indicate your answer.

Section X – Additional Comments

- This section allows further opportunity to provide information concerning the site and to put any *yes* answers in context.

Section XI – Signatures

- The "Person Completing the Site Profile" must sign and date this section for the submission to be considered complete.

Section XII – Official Use

- This section includes a part which must be completed by the local government before forwarding to the ministry.

To whom do I submit a site profile?

Depending on the circumstances, a completed site profile should be submitted to one of the following:

1. An approving officer, along with a subdivision application;
2. A local government, along with an application for zoning, development, or variance permit or a soil removal or demolition permit;
3. For decommissioning a site:
   - a municipality, along with a demolition permit if required, or
   - a Director 10 days prior to dismantling if there are any *yes* answers in Sections IV to IX; or

- the Site Registrar 10 days prior to dismantling if there are all *no* answers in Sections IV to IX.

4. A prospective purchaser, from the vendor, 30 days before the transfer of ownership or at least before the agreement date. *Note: This site profile does not need to be submitted to a Director.*
5. A Director from a trustee, receiver, or liquidator within 10 days of taking control of a Schedule 2 activity site. *Note: No site profile exemptions apply to this requirement.*
6. A Director who has ordered that a site profile be prepared.

Contact Information for Site Profile Submissions

Director of Waste Management
Land Remediation Section
Ministry of Environment
Second Floor, 10470 152nd Street
Surrey, BC V3R 0Y3
Fax: 604-584-9751 or E-mail to: siteprofiles@gov.bc.ca

or

Site Registrar
Land Remediation Section
Ministry of Environment
PO Box 9342 Stn Prov Govt
Victoria, BC V8W 9M1
Fax: 604-387-5669 or E-mail to:
Advisor.SiteInformation@gov.bc.ca

When is a site profile considered to be "officially submitted"?

Many of the applications to local government or an approving officer need discussion and clarification before proceeding. The site profile is considered "officially received" at the time the application is finalized.

What happens after a site profile submission?

Once a *satisfactorily completed* site profile has been received by a local government or approving officer, they have 15 days to do the following:

- Forward any site profiles to the Director for review if there are any *yes* answers in Sections IV to IX. Otherwise, the site profile is sent to the Site Registrar and the application approval process continues without delay.

Notify the applicant as to whether or not the site profile has been forwarded to the Director.

Once a Director receives the site profile from the local government or approving officer, he or she has 15 days to determine if a site investigation is required and to notify the local government or approving officer and the applicant of this decision.

The Director may extend, by an extra 15 days, the time to reach a decision on the need for a site investigation. The applicant must be notified of this first. Thus, the processing time of applications can differ depending on decisions at both levels of government. If the local government or approving officer receives notification from the Director that site investigation is required at the parcel, they must not approve any applications for the site until a release is obtained. See Fact Sheet 37, "Site Profile Freeze and Release Provisions" for more information.

Note: This document does not replace the Environmental Management Act or its regulations. It does not list all provisions relating to site profiles. If there are differences or omissions in this document, the Act and regulations apply.

For information about site profiles, please send a message to siteprofiles@gov.bc.ca or visit the "Site Profiles" key topic on our website.

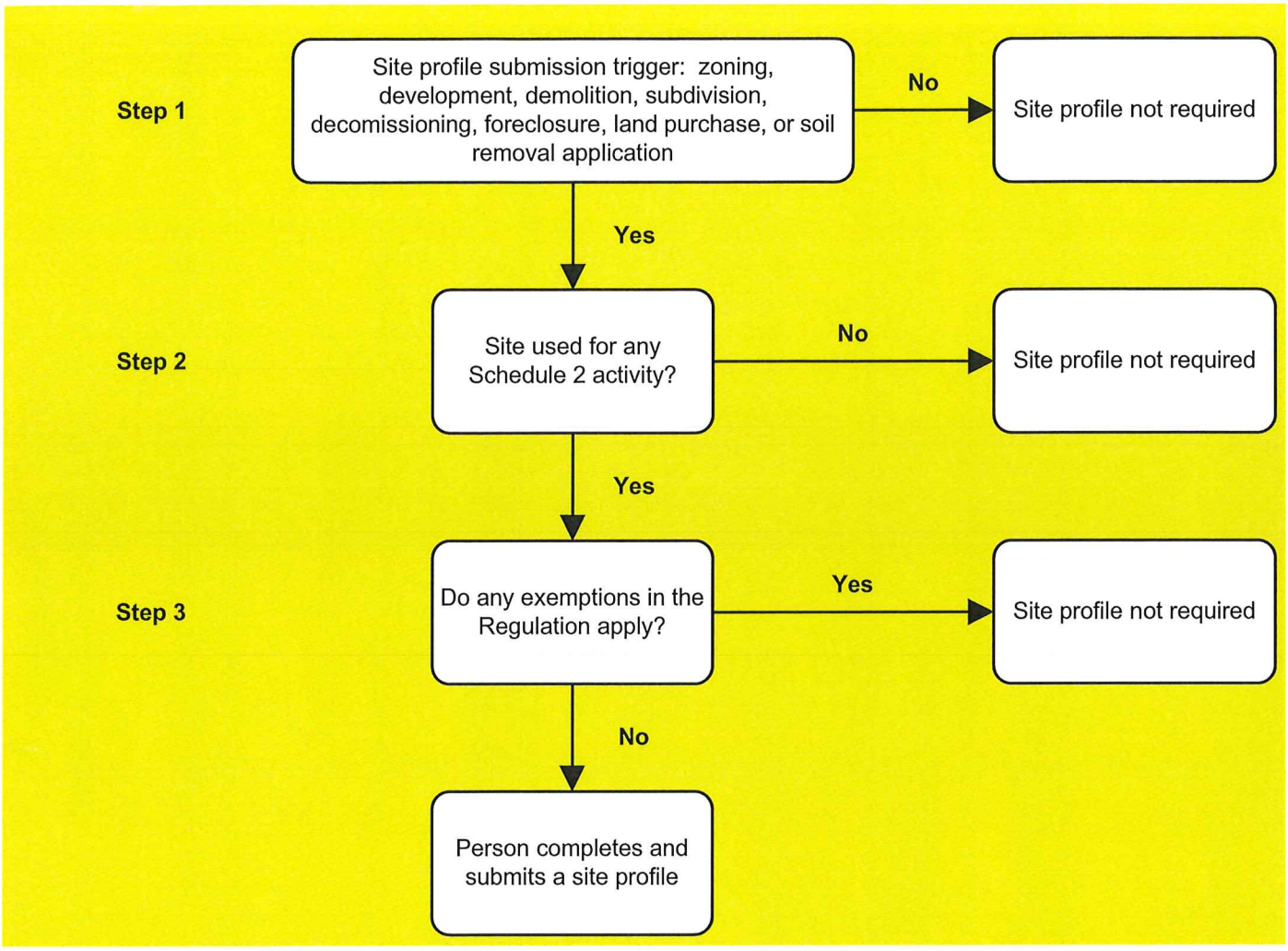

Figure 1. Process for deciding if a site profile must be submitted.