



2008/09 Annual Report



CSAP

Society of Contaminated
Sites Approved Professionals
of British Columbia

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Message From The Ministry

I appreciate the opportunity to welcome you to the first Annual Report of the Contaminated Sites Approved Professional Society, covering the year of April 1, 2008, to March 31, 2009.

The ministry established the Roster of Approved Professionals to improve client service, to meet the ministry's Service Plan targets, and to focus ministry resources on high risk sites. Under the Contaminated Sites Approved Professional Society (CSAP) the ministry has expanded the role of Approved Professionals on low and moderate risk sites, resulting in greatly improved service application times and processing efficiencies. The faster ministry turnaround on CSAP applications enables clients to proceed with development and other activities in a more timely fashion than before, while still complying with the regulatory requirements of the province.

CSAP and the work of its members continue to make great strides on the oversight and remediation of contaminated site in British Columbia. Their work contributes to the

environmental, economic and societal benefits resulting from the remediation of sites and to the well being of British Columbia's environment for future generations.

I would like to take this opportunity to thank CSAP, their Board and their members for the dedication and hard work over the past year under the leadership of Catherine Schachtel, Executive Director and Jim Malick President. Their efforts will serve to ensure that the unsurpassed beauty of our environment is enhanced and maintained, supporting healthy, vibrant communities throughout British Columbia.



MIKE MACFARLANE

Senior Manager, Land Remediation Section,
Environmental Protection Division,
Ministry of Environment



The Society

Contaminated Sites Approved Professionals (CSAP) ensures best practices in investigation and remediation working under Protocol 6 of the Environmental Management Act of British Columbia. The Society has a commitment to the Ministry of Environment, industry and to the general public to provide sound advice on regulatory policy. The Society strives to represent the best interests of all stakeholders involved with contaminated sites.

The Society undertakes the credentialing process that qualifies Professional Engineers, Geoscientists, Biologists and Agrologists to be recommended for appointment to the Ministry of Environment, Roster of Approved Professionals. The Society currently has 2 streams of professionals in operation, Risk Assessment Specialists, and Standards Assessment Specialists able to review and recommend application submissions for environmental certificates. High professional standards are maintained through the initial screening of submissions and by conducting periodic Performance Assessments on CSAP submissions.

Message from the President



CSAP transitioned from the Interim Board to the first fully elected Board in June 2008. Submissions were accepted as of July 1, 2008 with a total of 84 received prior to fiscal year end, March 31,

2009. It was a very busy and productive year at CSAP, the Board succeeded in concluding some important issues, late in the year the Members Indemnity and the Directors and Committee Members Indemnity were both accepted by the Board. A copy suitable for signing will be sent to members when received from the Ministry of Environment (MoE).

CSAP initiated bi-monthly meetings with the MoE to discuss technical and other matters. MoE will be accessing the expertise of Approved Professionals (APs) to provide timely comment on proposed and draft guidance and other documents. A more robust communications process will ensure that current information is available to every AP through member updates. The Society initiated our first technical guidance development and review project regarding Soil Vapour and providing comments to MoE that were well received.

The operating structure envisioned by the Roster Steering Committee was implemented and with several quarters of operating experience in hand the major committees have reviewed and revised the draft Guidance documents; Membership Guidance, Performance Assessment Guidance. A review of the Practice Guidelines is currently underway.

Eight performance assessments were conducted. The preliminary reports are being completed by the Performance Assessment Panels in ten business days, not including response times for any required additional information from APs, and the final assessment is completed within a further ten business days. From our current experience with performance assessments, APs should allot a two-month time frame for planning purposes.

The Professional Development program is operational with two workshops being held during the year. One of these reviewed the CSAP online submission system that was developed to streamline the application process. The Board is pleased to announce that a series of three CSAP Exam Preparation workshops will be held to provide exam preparation support to exam candidates planning to write the CSAP exams in November 2009. One of these sessions will also serve as a refresher for existing members.

J.G. MALICK, PH.D., P.AG., R.P.BIO.
President

Message from the Executive Director



2008-09 was a very robust year for the Society and great progress was made towards building a dynamic professional society, thanks to the sitting Board members and a group of dedicated

volunteers who made a substantial commitment to the Society. Looking ahead to 2009-10 the Board has allotted the first communication budget so that the Society can move forward in establishing a presence in the British Columbia business community and reach out to stakeholder for input.

During the upcoming year we intend to make contact with like organizations operating not only in British Columbia but also in other Canadian provinces. The best practices findings of a study conducted by the Canadian Brownfield Network, Jurisdictional Review of Contaminated Site Qualified Professional Programs, 2007, confirms that CSAP is tracking on the right path and with seven years of planning experience under the Roster Steering Committee and current operating experience CSAP may indeed have many "lessons learned" that would be of value to others interested in establishing a similar organization.

Ever mindful of operating costs, CSAP will be exploring other business development opportunities in the area of contaminated sites. As a self regulating and user pay system, the CSAP system could be implemented in partnership with other ministries or commissions mandated to meet contaminated sites regulatory standards.

I look forward to the upcoming year with enthusiasm, as the Society works towards fulfilling our current mandate and strives to achieve our vision.

A handwritten signature in dark ink, consisting of a stylized 'C' followed by a wavy line.

CATHERINE SCHACHTEL, B.Ed.
Executive Director

CSAP Vision

CSAP Society is recognized by government, industry and the public as a leader and catalyst for innovative, value-driven approaches to improving land and water quality for the beneficial use of all.

CSAP Values

RESPECT • WISE STEWARDSHIP •
ETHICS • LEARNING • INNOVATION

CSAP Mission

The Society endeavours to serve:

Its members

- Through accreditation and ongoing professional development to enhance professional practice in contaminated site investigation and remediation
- Through promoting cooperation and mentoring while adhering to our ethical standards

Government and the public

- By instilling confidence through developing and maintaining high professional standards
- By facilitating, advising and making sound recommendations regarding site investigation and remediation, guidance and policy development

Industry

- By creating value through efficient and timely processes
- By proactively identifying areas for change and improvement



CSAP Board and Committee Members

The CSAP Board of Directors is comprised of representatives of the three parent organizations, (Association of Professional Engineers and Geoscientists of BC, College of Applied Biologists, BC Institute of Agrologists), as well as industry groups, local governments, the Ministry of Environment, at large members and a lay representative.

CSAP Board Members

Jim Malick, Ph.D., R.P.Bio., P.Ag.
President

Alan Walker, P.Eng.
Vice President

John Balfour, P.Eng.
Secretary Treasurer

Bill Donald, P.Eng.
Chair, Membership Committee

Bob Symington, P.Geo.
Chair, Performance Assessment Committee

Guy Patrick, P.Eng.
Chair, Discipline Committee

John Lambert, P.Geo.
Member at large

Cindy Ott, P.Ag.
Member at large

Dipak Dattani
Representing Municipal Government

Adrian Michielsen, P.Eng.
Representing Industry

Patricia Houlihan, LLB
Lay Representative

Vince Hanemayer, P.Eng.
Representing Ministry of Environment



CSAP Board of Directors – Alan Walker, Bob Symington, Patricia Houlihan, Cindy Ott, John Lambert, Jim Malick, Bill Donald, Guy Patrick, Vince Hanemayer. Not present John Balfour, Adrian Michielsen and Dipak Dattani

“Over the past year, CSAP has effectively processed applications and collectively we have positively influenced the contaminated site practice in BC. I feel fortunate to have been part of the process and look forward to an expanded CSAP society that is inclusive and forward thinking. Combining the knowledge and expertise of all professionals, and those “in-training”, who work in traditional contaminated site field as well as in new areas, will bring us closer to our vision of being leaders in innovative and value-driven solutions for the improvement of land and water quality for everyone’s benefit.”

REIDAR ZAPF-GILJE

Former Chair of the Roster Steering Committee
Member of the CSAP Performance Assessment Committee

Performance Assessment Committee

The Performance Assessment Committee (PAC) is responsible for supervising the performance assessments conducted on submissions made by members under Protocol 6 of the Environmental Management Act of British Columbia in order to ensure that regulatory standards are met. The Committee also maintains the Performance Assessment Guidance.

Committee Chair

Bob Symington, P.Geo.

Committee Members

Reidar Zapf-Gilje, Ph.D., P.Eng.

Alex Bath, P.Geo.

Kristi Thornhill, P.Eng.

David Newton, P.Geo.

PAC Report

The Performance Assessment Committee (PAC) has been meeting on a monthly basis over the past year and has on occasion met more often as required by PAC issues. The PAC is tasked with providing guidance and administration of the performance assessment system which was set up by the CSAP Society to replace the previously existing Roster Audit system. The system of performance assessments is required by the Ministry of the Environment to meet their requirements for due diligence and is somewhat unique in the professional world. The performance assessment process is designed to evaluate the work of our peers in a manner which maintains the required levels of due diligence required to support the system



Performance Assessment Committee – Bob Symington, Alex Bath, Kristi Thornhill, Reidar Zap-Gilje, Absent Dave Newton

“Having participated in a recent performance assessment process, I have a better understanding the type of information that should be included in submissions. I’ve learned that when CSAP/ MOE guidance is not exactly followed, the AP must identify and provide supporting documentation and rationale for alternative methods/approaches.”

AJAY TUMBER, P.Eng
CSAP Member

of “recommendations” without infringing on the right of the professional to exercise their professional opinion. This system requires a unique system of checks and balances which are continually being revised and updated in the form of the Professional Assessment Guidance and Administrative Guidance.

The PAC is working on “lessons learned” from each of the completed performance assessments which will be made available in workshop and online to members.

In 2008/2009 the PAC completed;

- The review and update of the “Performance Assessment Guidance”,
- The development of “Administrative Guidance” for PAC,
- The development of “Review Templates” for Panel Members to use when reviewing AP Submissions,
- The development of a “Transmittal letter” for APs which highlights enclosures and attachment required for various types of submission, and
- A template for the optional “Review Findings Letter” for third party reviews.

Specifically for Performance Assessments

- The PAC appointed 2 of its members to act as the delegated member for performance assessments.
- Request for Qualifications for Panel members was sent to the members as a result 26 AP qualified.

Looking forward: In 2009/2010 the goals of the PAC are to;

- Develop a template that the Delegated Member will use to produce a “lessons learned” document for each performance assessment,
- Re-issue the Request for Qualifications to broaden the scope of companies participating, and
- Continue the ongoing revisions of administrative and guidance documents.

Membership Committee

The Membership Committee establishes the criteria for admissions, renewals, reinstatements and complaints as well as supervises the CSAP Examination process and candidate experience reviews.

Committee Chair

Bill Donald, P.Eng.

Committee Members

Reg North, P.Eng., P.Geo.

Sam Reimer, P.Ag.

Tony Gillett, P.Eng.

Membership Committee Report

The Membership Guidelines were reviewed and updated. The update was conducted to make the document more user-friendly and to provide greater clarity to the membership qualification requirements. Most significant of the changes are to the defining of the experience requirements and simplifying the determination of qualifying experience. Included is a new experience review form for candidates. Two new appendices were also prepared; APPENDIX 10: Membership Renewal and APPENDIX 11: Appointment to the Roster of Approved Professionals, the latter stipulating the process that is followed for the appointment to occur. With the start of the CSAP process, and the requirement to complete ongoing professional development, a tiered approach to professional development requirements was prepared to accommodate those members whose appointments were to expire in 2009 and 2010. The number of professional development hours required were pro-rated at 50 and 100 hours respectively. Following completion of the November examinations, the committee recommended to the Board that eight candidates (seven Standards and one Risk Assessment Specialists), who successfully completed the CSAP exam process, be appointed to the Roster of Approved Professionals.

CSAP Exam Development Subcommittee Report

Committee Chair

Sam Reimer, P.Ag.

The 2008 exam development workshops were extended from a single day to two full days for each

exam stream in order to provide sufficient time to develop exam questions. The exams were offered in a computer lab setting which in future will allow candidates to take their exams at remote sitting rather than travel to the lower mainland.

Professional Development Subcommittee Report

Committee Chair

Ken Evans, P.Eng.

Committee Members

Colin Dunwoody, P.Eng.

Michael Geraghty, P.Geo.

The committee organized two workshops during the year:

- April 08, Workshop Objective: General Introduction to the CSAP system including review of requirements to maintain membership, an introduction to performance assessment process, overview of the Summary of Site Conditions and a summary of common submission deficiencies
- January 09, Workshop Objective: Review of the CSAP submission and Performance Assessment procedures, a demonstration of the online submission manager, review of how to track professional development hours and a discussion of practice guidelines compared to CSR checklists.

The Professional Development Committee will continue with presenting workshops of interest to all members. Current topics of interest include soil vapour and the new sodium standards. Your ideas for other topics would be welcome. In addition the committee will be reviewing the submission of professional development hours by members to determine if there are interpretation issues with the guidance for Continuing Professional Development. The next Professional Development workshop is expected to be in the Fall of 2009.

Looking forward: During the coming year the committee will be investigating the logistics of developing a new "trainee" category of membership. The trainees will be able to take advantage of the professional development offered by the society and become more familiar with the experience requirements in preparation to write the CSAP examinations.

Discipline Committee

The Discipline Committee deals with complaints brought forward by the Membership Committee, the Board, CSAP members or the public.

Committee Chair

Guy Patrick, P.Eng.

Committee Members

Jerry Naus, P.Eng.
Patricia Houlihan, LLB

Discipline Committee Report

The bylaws of CSAP form the foundation of the Society giving it, among other items, the authority to receive complaints and conduct investigations, discipline hearings and appeals. The Discipline Committee is charged with implementing these functions. To date, no complaints against a member have been received, and the Committee is refining the process that will be applied should such an event occur. Specific Committee activities have included developing a Complaints Form to expedite the process and provide consistency.

Looking forward: The Committee is currently establishing a panel of highly qualified investigators to ensure, should a complaint be launched, that it will be handled in an efficient and objective manner.

Member Participation

The CSAP business model is reliant on member participation to manage projects and carry out many of our vital activities. Volunteers dedicate many hours to attend CSAP exam developments workshops, plan professional development activities, conduct exam candidate experience reviews and represent the Society at technical MoE meeting.

Members, leading projects

Jerry Naus, P.Eng. (Team Lead, Exam development)
Jim West, P.Eng. (Team Lead, Exam development)
Sam Reimer, P.Ag. (Team Lead, Exam development)
Greg Sutherland, R.P.Bio. (Chair, Soil Vapour Practice Guideline Panel)
John Wiens, P.Ag. (Chair, Soil Vapour Practice Guideline Review Committee)

Members, assisting in projects

Alan Walker, P.Eng.
Alex Bath, P.Geo.
Art Hildebrand, P.Eng.
Brant Dorman, P.Eng.
Carmichael, Patricia, P.Geo.
Chad Taylor, P.Eng.
Cindy Ott, P.Ag.
David Williams, P.Eng.
Eva Gerencher, P.Ag.
Gary Hamilton, P.Geo.
John Decesare, Limited Licensee (Engineering)
John Hart, P.Eng.
John Lambert, P.Geo.
John Taylor, P.Eng.
Kristi Thornhill, P.Eng.
Laura Koch, P.Ag.
Michael Geraghty, P.Geo.
Morrison, Allan, P.Eng.
Peter Reid, P.Eng.
Reidar Zapf-Gilje, P.Eng.
Robin Jones, P.Eng.
Ross Wilson, R.P.Bio.
Trish Miller, R.P.Bio.

Core Operations Review

The Society derives its operating revenue by providing the following services; screening Contaminated Site Services application submissions that have been reviewed and recommended by members and by conducting random Performance Assessments (PAs) on those submissions to ensure that regulations under the Environmental Management Act of British Columbia are being met and that the quality of contaminated site work remains high and consistent.

The Society recognizes the need to provide services in a timely manner as obtaining environmental certification is often the last step towards gaining an Occupancy Permit or other major milestone for a project.

Submission screening timeline

Submissions Screened	<5 Days	5 - 10 days	>10 days
74	68%	31%	1%

Note: MoE time to release instruments not included

Delays in screening time can occur when the initial screening detects minor difficulties which must be addressed by the submitting AP before the submission can be considered complete and transferred to the ministry.

Performance assessments are conducted at the ratio of 1:10 for Standards based and 1:5 for Risk based submissions. The Performance Assessment Panel requires 10 business days to complete a Stage 1 report. The submission can be declared sufficient at that time. Should the Stage 1 report request additional information from the submitting AP, he/she is responsible for providing that information to the Panel in a timely manner, upon receipt of the requested information the Performance Assessment Panel has an additional 10 business days to provide a final finding. Of the 7 performance assessments that were completed during the year, 6 received a sufficient classification and 1 received a deficient classification for which an appropriate course of action was prescribed.

Performance Assessment Timeline

Selected for PA	Completed < 1 month	Completed 1-2 months	Completed > 2 months	In Progress
8	25%	50%	12.5%	12.5%

Note: AP response time included

MoE time to release instruments not included



“I’ve noticed that submissions are requiring less screening which allows us to meet our timelines consistently.”

KUM DHAKSHINA, B.A.
Operations Manager, CSAP.

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