SOCIETY OF CONTAMINATED SITES APPROVED PROFESSIONALS OF BC

ANNUAL REPORT 2017

CSAP
Society of Contaminated Sites Approved Professionals of British Columbia

OUR VISION

CSAP Society, a trusted resource for sound environmental stewardship.

OUR GOAL

Building Awareness

Sustainability

Building the Value of the Society

Education / Outreach

Proactive influence with Ministry of Environment

ABOUT US

The Contaminated Sites Approved Professionals Society (CSAP Society) is an independent organization that is mandated by the Provincial Government, through the Ministry of Environment and Climate Change Strategy, to review environmental certification applications (submissions) made under the Environmental Management Act and Contaminated Sites Regulation and more specifically, Protocol 6.

The purpose of the society beyond the review of submissions includes cooperating and consulting with other professional and scientific bodies, stakeholders, local and provincial governments. Upholding and protecting the public's interest by ensuring the integrity, objectivity and expertise of members is important to the society.

In BC, the Ministry of Environment and Climate Change Strategy is responsible for regulations detailing safe and legal levels of soil and water contaminants.

Members of the CSAP Society are qualified to review all non-high risk environmental certification applications to ensure these regulations are being met.

They perform an important role for the government and for landowners by addressing potential contamination issues in a timely manner which helps advance redevelopment projects. All non-high risk sites seeking a ministry Certificate of Compliance must be reviewed by a Contaminated Site Approved Professional.

CSAP AT A GLANCE

MEMBERSHIP BY SPECIALITY

94 Numerical Standards Specialists

16 Risk-based Standards Specialists

5 Numerical Standards / Risk-based Standards Specialists

115 = TOTAL MEMBERS

BETTERING THE INDUSTRY

As part of the Society's commitment to bettering the industry, reviews of technical documents are undertaken at the request of the Ministry, Stakeholders as well as internally generated. White Papers and other projects designed to enhance our members' knowledge are conducted annually, the results of which are posted to the CSAP website.

Technical reviews completed: 70
Special projects completed: 26

RECENT ACCOMPLISHMENTS

CSAP Society received the 2017 Brownie Award for the REPROGRAM-Legislation, Policy and Program Initiatives category.

A total of 188 submissions were processed by CSAP Society this year, over 50% increase from the previous year.

CSAP`s new website was launched Spring of 2018.

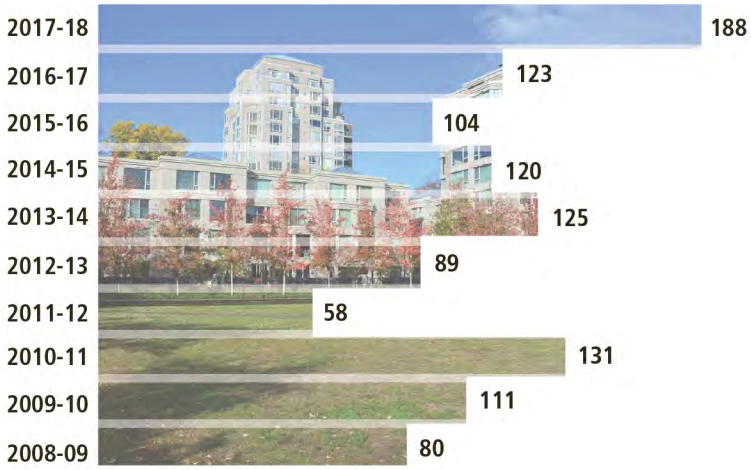
A new forum was developed to provide a platform where APs can respectfully exchange knowledge, expertise and experience, discuss policy, research, and technical concepts of contaminated land.

SUBMISSIONS PROCESSED UNDER PROTOCOL 6

Protocol 6: Eligibility of Applications for Review by Approved Professionals (APs), sets out the activities and recommendations that are required when making a submission on a non-high risk site. The site risk classification is determined by completing a Site Risk Classification form.

Starting July 1, 2008, the Society began processing submissions under ENV Protocol 6.

SUBMISSIONS PROCESSED ANNUALLY



SUBMISSIONS RECEIVED BY SECTOR

	2017-18	2016-17	2015-16
Commercial	133	74	44
Municipality	5	3	4
Oil & Gas	32	19	27
BC & Crown Corps	18	27	29

QUALITY ASSURANCE

To achieve consistently high standards among Approved Professionals, each submission receives a detailed administrative peer screening. Random audits are conducted on 1 in 8 submissions. These audits, or performance assessments, provide valuable feedback to the Approved Professional, serve as a check on the submissions process, and form the basis for continuous improvement.

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MESSAGE FROM THE MINISTRY

I would like to congratulate the Contaminated Sites Approved Professionals Society (CSAP) on a very successful year and to express our gratitude for support during a very busy and challenging time at the ministry. Over the past year, the Land Remediation Section has experienced tremendous change with the implementation of Stage 10 and 11 amendments to the Contaminated Sites Regulation (CSR) and a tragic loss with the passing of our long time director, Mike Macfarlane.

Last November 1st, the most recent amendments to the CSR came into effect. In support of these changes, the ministry created and/or revised over 30 policy and guidance documents, many of which were reviewed by CSAP. The Land Remediation Section is very appreciative of CSAP's insightful comments and recommendations and I believe we have better guidance because of the input received.

In addition, the regulatory changes resulted in a significant increase in the number of ministry instruments processed through CSAP. Last year over 325 instrument applications were processed, about double the normal annual output. CSAP's implementation of a detailed screening process has also resulted in better submissions to the ministry. As a result of this impressive work effort, risks to human health and the environment from historical contamination have been reduced across the province, liabilities to owners of former industrial/commercial lands have been managed or eliminated and under-utilized and sometimes derelict lands have been brought back into productive use, oftentimes serving as cornerstones of community development efforts.

The ministry greatly appreciates CSAP's support following the loss of Mike Macfarlane, our longstanding director. Mike was synonymous with site remediation in BC and well respected by industry, the scientific community and staff. Mike will be greatly missed by all.

Many thanks to Peter Reid, President; the CSAP Board of Directors; Catherine Schachtel, Executive Director; the CSAP staff; and the members of the CSAP Committees and Working Groups for their dedication and work over the year and congratulations on your accomplishments in 2017/18.

Danielle Grbavac

Danielle Grbavac

Director of Land Remediation Section

BOARD OF DIRECTORS

Back row (left to right): Peter Reid, Andrea Akelaitis, Tony Gillett, Trish Miller, Tara Siemens-Kennedy, Guy Patrick, Paul Gordon, Eva Gerencher
Front row (left to right): Andrew Sorensen, Vince Hanemayer, Patrick Johnstone, Beth Power

APPOINTED DIRECTORS

Andrea Akelaitis, LLB
Environmental Representative

Paul Gordon, M.B.A.
Industry Representative

Vincent Hanemayer, P.Eng.
Ministry Representative

Patrick Johnstone, P.Geo.
Local Government Representative

PARENT ORGANIZATION DIRECTORS

Eva Gerencher, M.Sc., P.Ag.
Chair, Performance Assessment Committee
BCIA

Tony Gillett, P.Eng.
Vice-President, Chair, Membership Committee
EGBC

Beth Power, M.Sc., R.P.Bio.
Chair, Technical Review Committee
CAB

DIRECTORS AT LARGE

Trish Miller, M.Sc., R.P.Bio.
Chair, Governance Committee

Guy Patrick, P.Eng.
Chair, Professional Development
Sub-Committee

Peter Reid, M.Eng., M.B.A., P.Eng.
President

Tara Siemens-Kennedy, P. Chem., MET
Chair, Discipline Committee

Andrew Sorensen, P.Eng.
Secretary & Treasurer

MESSAGE FROM THE PRESIDENT

Peter Reid
M.Eng., M.B.A., P.Eng.

The past year at CSAP the Omnibus rolled into the station and offloaded some 200 instruments. Prior to November 1st, CSAP were busy completing applications, and subsequent to November 1st CSAP was busy processing the applications. I was very impressed how everyone pitched in with the effort to process all the applications.

With any new system, it takes time for everyone to adapt. Submissions are starting to come back in and the Ministry of Environment is working hard on background groundwater and CSAP is helping when asked.

Over the past year CSAP has continued to develop our relationship with the Ministry of Environment. We are anxiously awaiting the results of the current review of the Professional Reliance Systems in British Columbia to see if there are ways that we can improve on our systems. CSAP has also reached out to our many stakeholders and our parent organizations.

With communications as one of our core goals, we have spent a lot of time listening in the past year and learned much from everyone.

Finally, we have started a more proactive approach to professional development, including topics on mental health and the general health of our members. We spend so much time bettering the environmental conditions under which the citizens of British Columbia live, we are asking our members to a lot some time to look after themselves.

I wish all of you an excellent summer. Plan some time to relax and spend time with friends and family. You can always make more money you can't buy more time.

Peter Reid, President

MESSAGE FROM EXECUTIVE DIRECTOR

Catherine Schachtel
B.Ed.

With last year being dominated by getting ready for the enactment of the Omnibus amendments, this year was dominated by processing all the pre-Omnibus submissions in which we saw a 53% overall increase in submissions over the previous year. This increase formed a greater challenge as many of the submissions were received in the last few weeks prior to the enactment of the Omnibus in November of 2017. We can report that the final few pre-Omnibus submissions are being processed and that the post Omnibus submission numbers are beginning to return to normal.

The CSAP Society and the Ministry of Environment and Climate Strategy remained committed to enhancing communications by meeting on a bi-monthly basis and scheduled additional meetings with the Performance Assessment Committee. These meetings serve as communication channels regarding performance assessment & other technical issues. We recognize the mutual benefits of a good working relationship and greatly appreciate the ongoing professional camaraderie with Danielle Grbavac and her team.

This year, the CSAP Society launched a scholarship program in memory of Mike Macfarlane, the former Director of the Land Remediation Section of BC's Ministry of Environment and Climate Change Strategy. CSAP Society will offer a $5,000 scholarship to a science and engineering graduate student whose research is relevant to the assessment and remediation of contaminated sites and to which the applicant demonstrates innovation and forward-thinking. Our board recognizes the ongoing need to engage and build the next generation of Approved Professionals and could not think of a better tribute to Mike, who contributed so much to this field.

This year we continued to make solid progress strategically and operationally to build and strengthen the CSAP Society. It was a very busy year, but we were able to use that time to better some of our systems and develop extra capacity for the future.

I would like to thank the members, the board and staff for their continued guidance and contributions throughout the year.

Catherine Schachtel.

BOARD COMMITTEES

DISCIPLINE COMMITEE

Chair: Tara Siemens-Kennedy, MET, P.Chem., Director

MEMBERS:
Michael Geraghty, P.Geo.
Chuck Jochems, P.Eng.
Dave Newton, P.Geo.

COMMITTEE PURPOSE:

The Discipline Committee, on behalf of the Board, reviews complaints, and determines remedial measures for submissions found deficient through the Performance Assessment process.

GOVERNANCE COMMITTEE

Chair: Trish Miller, M.Sc., R.P.Bio.

MEMBERS:
Robin Jones, M.A.Sc., M.B.A., P.Eng. (Past President)
Cindy Ott, P.Ag., Geo.L, P.Chem., (Past President)
Greg Sutherland, Ph.D., R.P.Bio. (Past President)

COMMITTEE PURPOSE:

The purpose of the Committee is oversight for the effective functioning of the Board of Directors and the committees, task forces, and any other work undertaken by the Board.

The Committee is responsible for the assessment, development and recommendation to the Board for approval of governance principles, policies and practices for the functioning of the Board and Society.

MEMBERSHIP COMMITTEE

Chair: Tony Gillett, P.Eng., Vice President

MEMBERS:
Brant Dorman, P.Eng.
Paul Embregts, P.Eng.
Tom Frkovich, P.Geo.
Michael Gill, P.Eng.
Simone Mol, Ph.D., P.Chem.
Sam Reimer, P.Ag., Vice Chair
Paul Webb, P.Geo.

COMMITTEE PURPOSE:

The membership committee administers the membership application and examination process, evaluates applications and examination results, makes recommendations to the CSAP Society board regarding new member appointments, and verifies that renewing members continue to meet requirements of membership including continuing professional development.

Our primary goals are to ensure that both existing members and new applicants meet and maintain the requirements for qualification or membership renewal and are treated fairly through the process.

PERFORMANCE ASSESSMENT

Chair: Eva Gerencher, M.Sc., P.Ag., Director

MEMBERS:
Colin Dunwoody, P.Eng.
Ingo Lambrecht, P.Geo.
Duncan Macdonald, P.Eng.
Trish Miller, M.Sc., R.P.Bio.
Dave Mitchell, Ph.D., P.Eng.
Tara Siemens-Kennedy, MET, P.Chem.

COMMITTEE PURPOSE:

The Performance Assessment Committee (PAC) is responsible for conducting Performance Assessment of submissions made to CSAP for Contaminated Site Regulation (CSR) instruments.

The PAC, together with the Detailed Screening Sub-committee completed detailed screening of each of the 188 submissions received by CSAP in 2017-18 and the PAC undertook 30 performance assessments over the last year.

PROFESSIONAL DEVELOPMENT

Chair: Guy Patrick M.Sc., P.Eng., Director

MEMBERS:
Mark Adamson, P. Geo.
Art Hildebrand, P.Eng.
Lori Larsen, P.Ag.
James Smith, R.P. Bio.
Bob Symington, P. Geo.
John Taylor, P.Eng.
Paul Webb, P. Geo.
(Past Chair)

COMMITTEE PURPOSE:

The Professional Development Sub-committee works to ensure that our members maintain high professional standards by providing learning opportunities that bring together our members and foster innovation.

TECHNICAL REVIEW

Chair: Beth Power, M.Sc., R.P.Bio., Director

MEMBERS:
Ian Mitchell, P.Geo.
Guy Patrick, M.Sc., P.Eng.
Michael Sloan, P.Eng.
Ajay Tumber, P. Eng.
Dave Williams, Ph.D., P.Eng.

COMMITTEE PURPOSE:

The Technical Review Committee manages the Technical Review Process, the CSAP Scholarship Program, the CSAP Small Special Project Funding Program and other technical issues on behalf of CSAP.

MEMBERSHIP COMMITTEE

OVERVIEW

In 2017/2018, major accomplishments included completion of a revision of the membership guidelines to ensure requirements for applicants and existing members are clear; and of the experience forms and experience review guidelines to clarify requirements for applicants and simplify the work of reviewers.

As well, the examination committee completed a thorough review of the examination questions bank for each of the three exam categories (numerical, regulatory and risk assessment) to remove questions made obsolete by the recent CSR amendments and to develop sufficient new questions to ensure that the exams held in February 2018 reflected new material resulting from the CSR amendments. More work will be done on this in 2018 to ensure a robust question bank for all three exams in time for the next exam sitting in November 2018.

MEMBERSHIP STATISTICS

As of March 31, 2018, there were 115 APs (94 numerical standards APs; 16 risk-based standards APs; and 5 APs who were both numerical and risk-based standards specialists).

WELCOME TO NEW CSAP MEMBERS

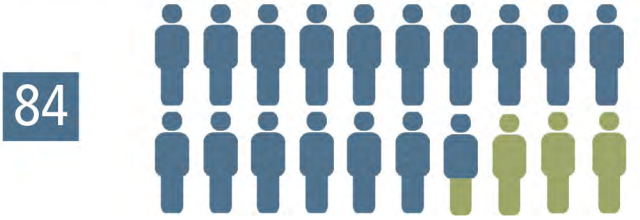
Zayed Mohamed, B.Sc., P.Ag.
Jeffery Schmidt, B.A.Sc., P.Eng., PMP
Jeroen Wauters, M.Eng., P.Eng.
Derek Williams, B.Sc., P.Geo.

CURRENT NUMERICAL AP WITH NEW RISK-CATEGORY

Lesley Reid, M.Eng., P.Eng.

BY PROFESSIONAL ORGANIZATION AFFILIATION

Engineers and Geoscientists of BC



College of Applied Biology

BC Institute of Agrology

Association of the Chemical Profession of BC

MEMBER PARTICIPANTS 2017 / 2018

Mark Adamson	Michael Geraghty	Tara Siemens-Kennedy	Trish Miller	Peter Reid	Gabriel Viehweger
Harbey Bains	Eva Gerencher	Blair King	Dave Mitchell	Sam Reimer	Audrey Wagenaar
Bob Beck	Michael Gill	Jim Laidlaw	Ian Mitchell	Michael Sloan	Alan Walker
Tadd Berger	Tony Gillett	John Lambert	Zayed Mohamed	James Smith	Paul Webb
Patricia Carmichael	Steve Graham	Ingo Lambrecht	Simone Mol	Andrew Sorensen	Jim West
John DeCesare	Harm Gross	Lori Larsen	Dave Newton	Scott Steer	Jason Wilkins
Brant Dorman	Gary Hamilton	Gary Lin	Reg North	Greg Sutherland	Dave Williams
Colin Dunwoody	Ian Hers	Duncan Macdonald	Cindy Ott	Bob Symington	Ross Wilson
Paul Embregts	Art Hildebrand	Jim Malick	Guy Patrick	Jeff Taylor	Reidar Zapf-Gilje
Cliff Eng	Martin Jarman	Bonnie Marks	Beth Power	John Taylor	
Dawn Flotten	Chuck Jochems	Ian Marsh	Mandeep Purewal	Dave Tiplady	
Kelly Forseth	Robin Jones	Michael McLeay	Stefan Quaglia	Ajay Tumber	
Tom Frkovich	Vijay Kallur	Robert McLenehan	Michael Rankin	Michelle Uyeda	

MEMBERSHIP GUIDELINES

https://csapsociety.bc.ca/join/guidelines/

http://csapsociety.bc.ca/join/examinations/

http://csapsociety.bc.ca/join/experience-review/

MEMBER PARTICIPANTS 2017 / 2018

74

Number of AP's who volunteered

73

Avg. number of hours volunteered

5,515

Total number of hours volunteered

SPECIAL THANKS TO OMNIBUS-RELATED GUIDANCE DOCUMENT REVIEWERS

DOCUMENT	REVIEW LEAD	REVIEWERS
Administrative Guidance 3	Bob Symington	Paul Webb
Administrative Guidance 5	Bob Symington	Paul Webb
Protocol 4	Guy Patrick	Patty Carmichael
Protocol 2 - Site-specific Numerical Soil Standards	Guy Patrick	Mark Adamson Tony Gillett Robert McLenehan Patty Carmichael Bob Symington
Protocol 6 - Eligibility of Applications for Review by Approved Professionals	Jim Malick	Steve Graham Vijay Kallur Alan Walker
Protocol 11 - Upper Cap Concerntrations for Substances	Blair King	Gary Lin Robery McLenehan
Protocol 12 - Site Risk Classification, Reclassification and Reporting	Michael Sloan	Eva Gerencher Michael Rankin Alan Walker
Protocol 13 - Screening Level Risk Assessment	Martin Jarman Tara Siemens-Kennedy	Patty Carmichael Michael Rankin Tara Siemens-Kennedy Bob Symington
Protocol 18	Chuck Jochems	Gary Lin Jim Laidlaw Michael McLeay Audrey Wagenaar
Protocol 22 - Characterizing and Remediating Vapour Contamination	Dave Williams Chuck Jochems	Eva Gerencher Harm Gross Tara Siemens-Kennedy Dave Williams

DOCUMENT	REVIEW LEAD	REVIEWERS
Protocol 27 - Leachate Testing Procedures	Chuck Jochems	Jim Laidlaw Cliff Eng Bob Beck Chuck Jochems Tony Gillett
Protocol C30 - Determining Carcinogenic Substances	Ross Wilson	Ross Wilson Audrey Wagenaar
Tech Guidance 3 - Environmental Quality Standard	Jim Malick Peter Reid	Jim Malick Peter Reid
Tech Guidance 4 - Vapour investigation and Remediation	Dave Williams Chuck Jochems	Dave Williams Eva Gerencher Gary Lin Tara Siemens-Kennedy
Tech Guidance 7 - Supplemental Guidance for Risk Assessments	Sam Reimer	Michael Rankin Mandeep Purewal Sam Reimer
Tech Guidance 24 - Site Specific Numerical Soil Standards	Michael Sloan	Kelly Forseth Paul Webb Alan Walker
Synopsis on new methods - Lab Manual	Cindy Ott	
Lab manuals - Phase 2 - Method for (1) Leachate tests and (2) Bioavailability Develop/authorize new analytical methods - Major	Cindy Ott	Blair King

PROFESSIONAL DEVELOPMENT

OVERVIEW

Our work over the past year has included planning for the Fall PD Workshop, and support to the CSAP team overseeing the new CSAP Member's Forum, the upgrade of the CSAP Submission Manager, and the CSAP website refresh.

The Fall PD Workshop included updates on CSAP, overviews of Performance Assessments and lessons learned, information on the Detailed Screening process, and an update on listing potential contaminants of concern (PCOC). The Ministry of Environment and Climate Change Strategy also participated and provided updates.

Technical sessions included:

- Innovative Solution – Passive Hydrocarbon Remediation in a Foreshore Marine Environment, by Chris Boys and Michael Gill
- New Tool Kits 3 & 4 on Remediation and Sustainability for Management of Petroleum Hydrocarbon Sites, by Ian Hers and Parisa Jourabchi
- Assessing Background Metals Concentrations in Groundwater – Preliminary Findings, by Luca Malaguti

The workshop concluded with an informative panel discussion on Administrative Guidance 11 – Lessons Learned.

In the upcoming year, we plan to develop and deliver additional training webinars, as well as to seek further learning opportunities for our members. We will also develop and plan the annual Fall PD Workshop, to be held November 15, 2018.

AGM 2017

ATTENDEES	NUMBER	% OVER TOTAL MEMBERS
MEMBERS	90	82%

FALL PD WORKSHOP 2017

CSAPs Fall Professional Development Workshop unites our members and the boarder community. Some of the country's leading practitioners attend and present on a board range of relevant topics in the contaminated land sector. Members and Non-members are welcome to take participate in CSAPs interactive Fall PD Workshops.

ATTENDEES	NUMBER	% OVER TOTAL ATTENDEES
MEMBERS	89	69%
NON-MEMBERS	40	31%
TOTAL	129	100%

MEMBERS UPDATE 2017/2018

The Member's Update allows CSAP to communicate changes, news, events, and updates from the Ministry of Environment and Climate Change on a quarterly basis. The Member's Update contains information on requirements to making a successful submission.

SUBSCRIBERS	# OF SUBSCRIBERS
MEMBERS	110
NON-MEMBERS	119

PD WEBINARS

https://csapsociety.bc.ca/members/pd-webinars/

TECHNICAL REVIEW

OVERVIEW

We accept requests for technical reviews from internal (e.g. CSAP Board of Directors, CSAP Committees) or external sources (e.g. BCENV).

2017/18 was a very busy year for the Technical Review Committee because of a large slate of Special Projects and omnibus-related documentation that required review. Thank you to the over 40 approved professionals who reviewed a total of 17 documents.

ACCOMPLISHMENTS

In 2017, CSAP completed the following Special Projects:

- Vapour Guidance (inputs to Technical Guidance 4 and new Protocol P22)
- Summary of Performance Verification Plans Issued to Date, and Preliminary Recommendations for Future Requirements
- Review of Peat Analytical Methodologies and Interpretation of Analytical Results
- Mapping Drinking Water Using Geographic Information System (developed previously for CSAP)
- Protocol 2, Phase 2: Look up Tables
- Evaluation of Omnibus Groundwater Standards
- Potential Contaminants of Concern List, Phase 2
- Professional Judgement Paper for APs

The following Special Projects are still underway:

- Toolkit #3 (Methods for Evaluation of Monitored Natural Attenuation) & Toolkit #4 (Enhanced Attenuation of Hydrocarbons) - partially funded outside of CSAP
- Conflict Analysis for Risk Assessment Guidance (pending review by BC ENV)
- Leachate Test Verification (Laboratory Evaluation) - under way
- Consolidated CSAP Q&A (pending review)

We thank everyone involved for working together to develop guidance and tools for AP practice. Project documents from FY 2016/2017 are available on the CSAP website.

Going forward, the focus for 2018/19 will be a smaller portfolio of Special Projects and concluding work in support of omnibus revisions.

TECHNICAL STUDIES

https://csapsociety.bc.ca/members/professional-development/technical-studies/

In 2017, four scholarships were awarded to graduate students whose research is related to contaminated sites:

Matthew Beveridge – Geoenvironmental Engineering, UBC
Laura DeSaunoy – Earth Science, Geochemistry, SFU
Constanza Nicolau – Geological Sciences, Hydrogeology, UBC
Robyn Pearce – Environmental Toxicology, SFU

PERFORMANCE ASSESSMENT

OVERVIEW

- Approved Professional feedback from surveys and communications have been constructive and led to improvements to the Detailed Screening and Performance Assessment process.
- The Guidelines for Performance Assessment and Detailed Screening have been updated to provide consistency between the documents; and clarity and transparency for the process.
- To clarify the screening and performance assessment processes for submitting Approved Professionals, the PAC prepares training Webinars and provides quarterly updates in the Membership newsletter.
- The PAC and Ministry reviewed the Performance Assessment process to assess the findings in meeting ministry expectations for quality assurance of the submission documents and validity of the legal instrument recommendations; and to identify opportunities for improvement.
- The CSAP Transmittal Letter was updated and made mandatory to ensure accurate tracking of submissions.
- Conducted almost twice the number of Performance Assessments than undertaken in previous years; with 40% more detailed risk Certificate of Compliance (CoC) submissions and 65% more numerical COC submissions.

Continuous improvement for the screening and performance assessment process depends on the valued feedback of CSAP members and stakeholders and we encourage your continued input through surveys and comments.

PERFORMANCE ASSESSMENT STATISTICS

01 Soil Relocation	01 CoC with AiP in place	09 CoC Num
14 CoC D Risk	04 Determination	01 CoC Sr

PERFORMANCE ASSESSMENT CONDUCTED

30	Performance Assessments Conducted
14	Sufficient With Clarification
06	Sufficient At Stage 1
08	In Progress
02	Deficient

PERFORMANCE ASSESSMENT TIMELINES

Selected for PA	Completed <1 month	Completed 1-2 months	Completed >2 months	In Progress
30	39%	26%	13%	22%

Note: Approved Professionals Response time and Ministry of Environment time to release instruments not included.

PERFORMANCE ASSESSMENT

https://csapsociety.bc.ca/members/performance-assessment/

GOVERNANCE COMMITTEE

OVERVIEW

The Committee has taken on tasks related to conflict of interest and privacy policies. Conflict of interest for performance assessment (PA) is a challenging issue for CSAP. Not only are we a relatively small community of Approved Professionals, it is not unusual for members to change employers or for several firms to have a history working on a site undergoing a PA. This situation often creates little separation between the submitting APs, their employer, the subject Site and many of the candidate performance assessment panel members.

The Committee worked with existing conflict of interest guidelines from other organizations to develop and recommend guidelines that could be workable for CSAP.

The Committee also amended CSAP's Privacy Policy, including the policy for use of the CSAP Website, clarifying the reasons why CSAP collects personal information and the conditions under which CSAP uses and discloses personal information. The Committee developed a Policy Statement for CSAP Parent Organizations, providing the rationale for why we have the parent organizations that we do.

These documents are all before the Board for review, amendment and/or approval.

The Committee was productive because of the contributions from Cindy, Andrea, Robin and Greg.

GOVERNANCE

https://csapsociety.bc.ca/about/governance/

DISCIPLINE COMMITTEE

OVERVIEW

In 2017/2018 the Discipline Committee continued to review remedial measures for submissions determined to be deficient by the Performance Assessment Committee. While the remedial measures remain unchanged, where considered appropriate, they may include the review of CSAP webinars or other relevant educational material.

Remedial measures were assessed for four submissions found deficient by the Performance Assessment Committee.

No written complaints requiring disciplinary action were submitted to CSAP this year.

DISCIPLINE GUIDELINES

https://csapsociety.bc.ca/members/discipline/

MEETING ACTIVITY 2017 / 2018

TOTAL # OF MEETINGS 62

DIRECTORS, INTERNAL & STANDING COMMITTEE MEETINGS	
BOARD OF DIRECTORS MEETINGS	06
DISCIPLINE COMMITTEE MEETINGS	05
EXECUTIVE COMMITTEE MEETINGS	07
GOVERNANCE COMMITTEE MEETINGS	03
ENV FACE TO FACE MEETINGS	05
MEMBERSHIP COMMITTEE MEETINGS	03
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EXAM PROCESS MEETINGS	
NUMERICAL EXAM WRITING WORSHOP	01
NUMERICAL EXAM WORKSHOP	02
REGULATORY EXAM WRITING WORKSHOP	01
REGULATORY EXAM WORKSHOP	02
RISK EXAM WRITING WORKSHOP	01
RISK EXAM WORKSHOP	02
ANNUAL MEETINGS	
ANNUAL GENERAL MEETINGS	01
FALL PROFESSIONAL DEVELOPMENT WORKSHOP	01

SPECIAL THANKS TO OUR STAFF

Nelly Pomareda, Operations Coordinator

Anna Popova, Administrative Assistant

Janet Phipps, Communications Consultant

Left to right - Janet, Nelly, Anna

INSTRUMENT OVERVIEW 2017-2018

63.2%	18.7%	10.4%	2.8%	2.1%	0.0%	0.6%	2.1%
CoC D Risk	CoC Num	Determinations	CoC Sr	CoC with AiP in place	Soil Relocation	AIP Num	AIP DRisk

SUBMISSIONS PRELIMINARY SCREENING TIME

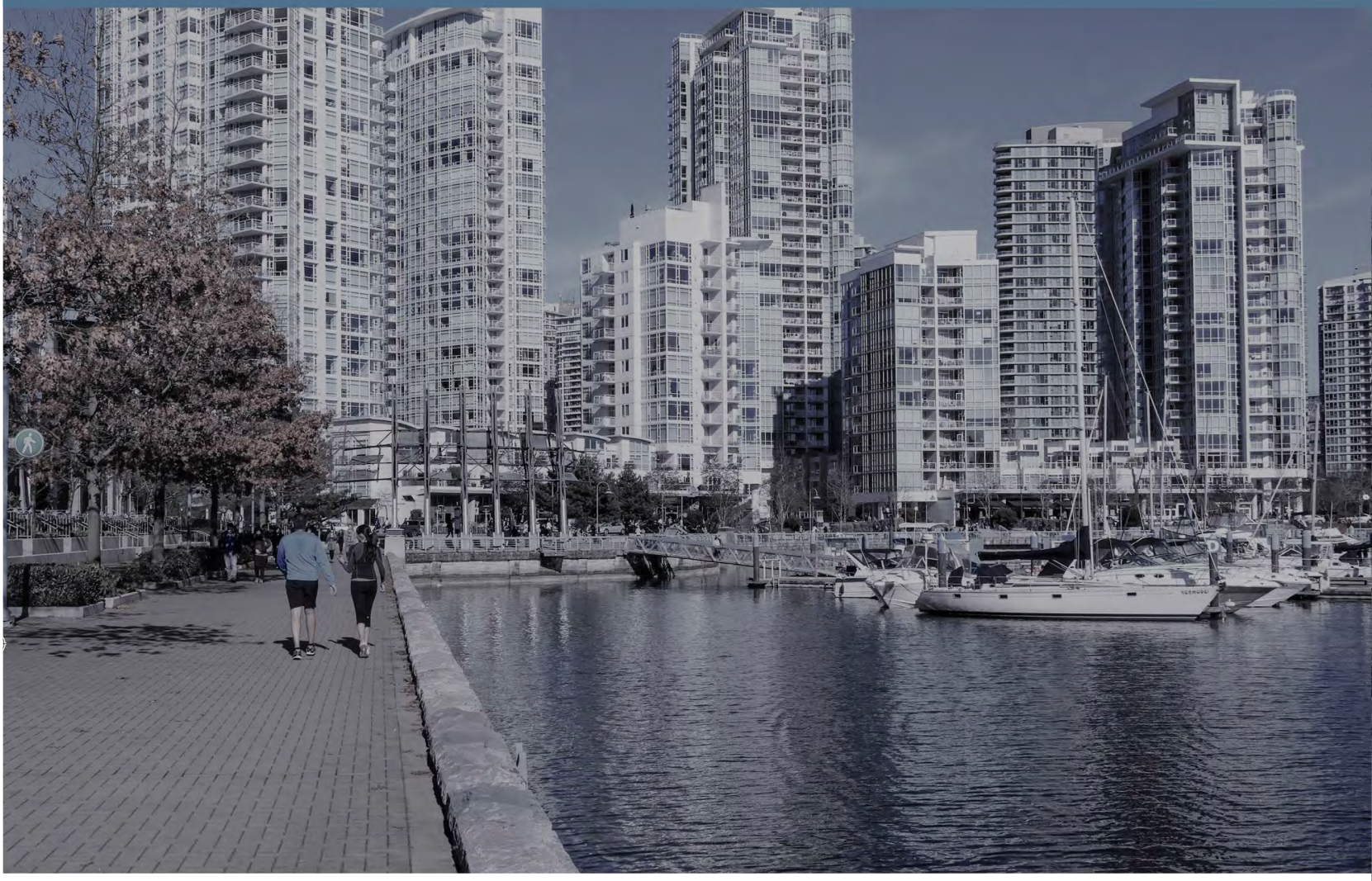
Submissions Screened =	< 5 days	5-10 days	> 10 days
188	54%	7%	39%

SUBMISSIONS DETAILED SCREENING TIME

Submissions Screened =	< 5 days	5-10 days	> 10 days
188	32%	20%	46%

Note: Approved Professionals Response time and Ministry of Environment time to release instruments not included.

SOCIETY OF CONTAMINATED SITES APPROVED PROFESSIONALS OF BC



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