

ANNUAL REPORT 2015

SOCIETY OF CONTAMINATED SITES APPROVED PROFESSIONALS OF BC



CSAP

Society of Contaminated
Sites Approved Professionals
of British Columbia

OUR VISION

CSAP Society, a trusted resource for sound environmental stewardship.

MAJOR GOALS AND OBJECTIVES

Building Awareness

Sustainability

Proactive influence with Ministry of Environment

Education / Outreach

Building the Value of the Society

ABOUT US

The CSAP Society is an independent professional organization that is mandated by the Provincial Government, through the Ministry of Environment, to review environmental certification applications made under the Environmental Management Act and Contaminated Sites Regulation. The Society credentials its members and recommends their appointment to the Ministry of Environment Roster of Approved Professionals (APs).

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

Members of the CSAP Society are qualified to review all low to medium 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 low to medium risk sites seeking a ministry Certificate of Compliance must be reviewed by a Contaminated Site Approved Professional.



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MESSAGE FROM THE MINISTRY



The remediation of contaminated land and Brownfields in BC is integral to the service plan of the Ministry of Environment. In 2015 the Ministry issued 135 legal instruments based on the recommendations of members of the Contaminated Sites Approved Professional (CSAP) Society while a further 761 sites were identified as being cleaned up through independent remediation, largely under the oversight of CSAP members.

The investigation and remediation of contaminated sites and Brownfields across the province remains central to the efforts to reduce risks to the public and the environment from exposure to chemical substances. Such work is also instrumental in safely returning former commercial and industrial sites to productive use and community revitalization.

The Ministry is proud of the ability and confidence it can place on the work of the Contaminated Sites Approved Professional (CSAP) Society and its members. CSAP and its working groups were instrumental in 2015 in providing valuable contributions, insight and assistance to the Ministry on the development of key policy and guidance initiatives and in providing funding on forward looking initiatives that we hope to incorporate in coming years.

My thanks to Robin Jones, President; the CSAP Board of Directors; Catherine Schachtel, Executive Director and staff at the CSAP Society for their dedication and significant contributions; and to members of the CSAP Committees for their work and accomplishments in 2015.

A handwritten signature in black ink, appearing to read 'Mike Macfarlane'.

Mike Macfarlane

Director, Land Remediation
Environmental Management Branch
B.C. Ministry of Environment

BOARD OF DIRECTORS

Robin Jones, M.A.Sc., M.B.A., P.Eng.

President

Colin Dunwoody, P.Eng.

Vice President, Chair Discipline Committee

Ross Wilson, M.Sc., R.P.Bio., DABT

Secretary Treasurer

Paul Cassidy, J.D.

Environmental Representative

Vincent Hanemayer, M.Eng., P.Eng.

Ministry Representative

Patrick Johnstone, P.Geo.

Local Government Representative

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

Chair, Governance Committee

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

Chair, Technical Review Committee

Andrew Sorensen, P.Eng.

Chair, Professional Development Sub-Committee

Scott Steer, MET, R.P.Bio.

Chair, Membership Committee

Kristi Thornhill, P.Eng.

Industry Representative

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

Chair, Performance Assessment Committee



Appointed Directors

Left to right: Patrick Johnstone, Kristi Thornhill, Vince Hanemayer

Absent: Paul Cassidy



Elected Directors

Back row (left to right): Ross Wilson, Robin Jones, Reidar Zapf-Gilje

Front row (left to right): Peter Reid, Scott Steer, Jim Malick, Andrew Sorensen, Colin Dunwoody

MESSAGE FROM THE PRESIDENT

Robin Jones, M.A.Sc., M.B.A., P.Eng.



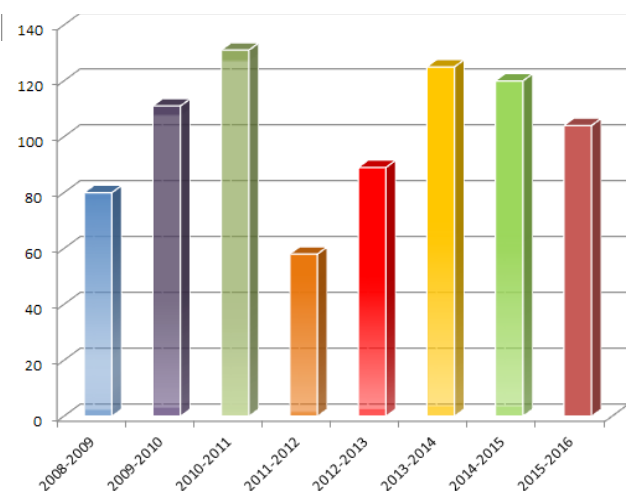
Entering our eighth year, CSAP is maturing and is earning a reputation for being a well-run and professional organization. This was supported by a recent University of Victoria Law Schools study, Professional Reliance and Environmental Regulation in BC, which had many good (and not many bad) things to say about the way CSAP conducts its business.

As CSAP continues to grow it is incumbent upon us to not only strive to improve our internal processes and understand the challenges faced by the contaminated sites industry but to look beyond our own backyard to understand our duties to our Stakeholders and to the Public. The Goals and Objectives of the society have been served this year through the following activities:

Building awareness

- First formal meeting with Stakeholders including, Canada Fuels, Urban Development Institute and the BC Business Council.

TOTAL SUBMISSIONS RECEIVED BY CSAP



Sustainability

- In discussions with MOE, regarding a role for Approved Professionals, about potentially including the release of discharge Permits and involvement in the Spill Response regime in addition to the release of Instruments

Proactive Interaction with MOE

- The bi-monthly Face to Face meetings with MOE have been streamlined through a new agenda format which allows a more relevant discussion of items for the membership

Education/Outreach

- Technical Review Committee – new Practice Guidelines
- Membership Committee – improved experience review process for exam candidates
- Performance Assessment Committee – detailed screening is proving to be successful.

Building the Value of the Society

- Professional Development Committee – providing Technical Stream Agenda input for MOE's Fall 2016 conference.

I would like to thank CSAP's Executive Director, Catherine Schachtel, who is the glue that holds CSAP together and continues to position CSAP for future success. I must also thank CSAP's staff who serve its members with such professionalism: Operations Coordinator, Nelly Pomareda, who keeps everything running smoothly; Anna Popova, who dutifully screens submissions to meet BCMOE's expectations. CSAP is in great hands and to quote Past President Greg Sutherland: "the one constant in our industry – change."



Robin Jones, M.A.Sc., M.B.A., P.Eng.
President

MESSAGE FROM THE EXECUTIVE DIRECTOR

Catherine Schachtel, B.Ed.



In 2015, we welcomed three new Board members; Andrew Sorensen, Peter Reid and Scott Steer. Each elected Director is expected to Chair a committee and our new Directors have succeeded in providing impetus and direction to their respective committees.

I would also like to thank our retiring elected directors, Jim Malick and Ross Wilson. As Chair of the Governance Committee, Jim was able to advance our process and procedures regarding conflict of interest policies. As Secretary Treasurer, Ross was a valuable member of the Executive Committee and positive contributor to the budget development process. Also retiring this year are appointed directors, Paul Cassidy representing the environment and Kristi Thornhill representing the BC Business Council. Paul and Kristi will be missed.

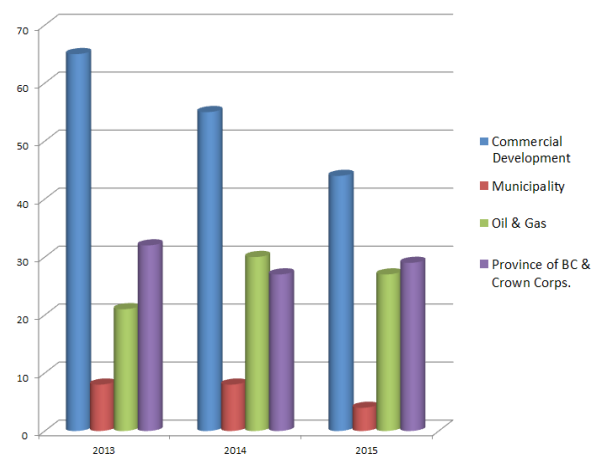
NOTABLE ACCOMPLISHMENTS

The Membership Committee is working with a new exam consultant and customizing exam software locally to meet the specific CSAP exam requirements. The candidate experience review process has also been revamped to ensure that successful candidates are ready to step into the Approved Professional role. The Governance Committee has reevaluated the society's conflict of interest policy and provided PA Panel Member Conflict of Interest guidelines and more direction at the Board level in keeping with the requirements of the new Society Act.

LOOKING FORWARD

CSAP continues to be interested in expanding our relationship with stakeholders so that we better understand their issues and can find consensus on pressing issue to be addressed. We anticipate working more closely with the Ministry of Environment through CSAP working groups and the Technical Review Committee to provide insights and assistance on the development of key policies and guidance initiatives. The submissions by sector graph is a good snapshot of who is using the Protocol 6 process.

SUBMISSIONS BY SECTOR



A handwritten signature in black ink, appearing to be 'Catherine Schachtel'.

Catherine Schachtel, B.Ed.

Executive Director

MEMBERSHIP



Chair: Scott Steer, M.ET., R.P.Bio., Director

Members: Brant Dorman, P.Eng. Jay Rao, P.Ag.
Vijay Kallur, M.Sc., P. Eng., FEC. Sam Reimer, P.Ag.
Laura Koch, P.Ag.

COMMITTEE PURPOSE

The membership committee administers the membership application and examination process, evaluates applications and examination results, and makes recommendations to the CSAP Society board regarding new member appointments.

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.

In 2015/2016 a major accomplishment included a thorough re-evaluation of our credentialing process which resulted in membership guideline revisions to clarify eligibility criteria and experience documentation requirements for new applicants, ensuring that new members are better prepared to make quality submissions:

- Beginning in 2017, applicants will be required to have been involved in 3 successful submissions for Ministry instruments made under Protocol 6. Applicants involved in fewer than 3 submissions may be considered based on their experience and an interview.
- Financial compensation and enhanced responsibilities for experience reviewers who ensure applicants meet eligibility requirements.

EXAM

The Committee completed an extensive review of the CSAP credentialing process. As of 2017 and beyond the decision-making level DDE must include three successful submissions for Ministry instruments under Protocol 6 for which the candidate played a primary role.

As of December 31, 2015, there were 107 APs (88 numerical standards APs; 15 risk-based standards APs; and 4 APs who were both numerical and risk-based standards specialists). There were 4 new members and 40 membership renewals as of December 31, 2015 and a valued member of the community Bill Donald retired.

WELCOME TO NEW CSAP MEMBERS!

Jason Christensen, P. Eng.

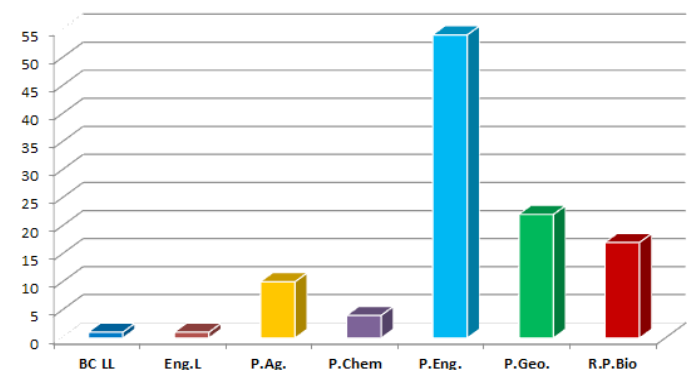
Anthony Collett, M. Sc., P. Geo.

Kelly Forseth, P. Eng.

Takako Matsueda, P. Eng.

Kevin Wong, P. Eng.

MEMBERSHIP BY PARENT ORGANIZATION



MEMBER PARTICIPANTS 2015/ 2016

Patrick Allard	Raminder Grewal	Duncan Macdonald	Michael Rankin	Kristi Thornhill
Harbey Bains	Craig Harris	Jim Malick	Jay Rao	David Tiplady
John Balfour	Ian Hers	Ian Marsh	Peter Reid	Ajay Tumber
Tadd Berger	Art Hildebrand	Blair McDonald	Sam Reimer	Michelle Uyeda
Patty Carmichael	Chuck Jochems	Trish Miller	Tara Siemens Kennedy	Gabriel Viehweger
John DeCesare	Robin Jones	David Mitchell	Michael Sloan	Audrey Wagenaar
Brant Dorman	Vijay Kallur	Ian Mitchell	Jackie Smith	Alan Walker
Colin Dunwoody	David Kettlewell	Jerry Naus	Andrew Sorensen	Paul Webb
Ken Evans	Blair King	David Newton	Scott Steer	Jim West
Dawn Flotten	Laura Koch	Reg North	Greg Sutherland	Jason Wilkins
Michael Geraghty	Jim Laidlaw	Cindy Ott	Bob Symington	David Williams
Eva Gerencher	Ingo Lambrecht	Guy Patrick	John Taylor	Ross Wilson
Michael Gill	Philip Lowery	Stefan Quaglia	Christine Thomas	Reidar Zapf-Gilje

MEMBER PARTICIPANTS 2015 / 2016

Number of AP's who volunteered	65
Average number of hours volunteered	37
Highest number of hours	271
Total number of hours volunteered	2,254

MEMBERSHIP GUIDELINES

<http://csapsociety.bc.ca/join/guidelines/>



PROFESSIONAL DEVELOPMENT

Chair: Andrew Sorensen, P. Eng., Director

Members: Laura Koch, P. Ag. Bob Symington, P.Geo.
Michael Rankin, M.Sc., R.P. Bio. Jason Wilkins, P. Ag.



COMMITTEE PURPOSE

Contaminated Sites is a rapidly evolving industry and maintaining high professional standards is a priority for the CSAP Society. The PD Committee works to ensure our members remain at the leading edge of this field by delivering workshops and webinars that bring together members and promote continuous learning. The Committee has also been overseeing upgrades to the CSAP Submission Manager during the past year.

Our annual Fall PD Workshop was held at the Vancouver Convention Centre on October 28, 2015. Presenters included local APs and practitioners, industry and laboratory representatives, as well as Ministry of Environment staff. Invited presentations included:

- BC ELTAC Update on Changes to Hydrocarbon Test Methods
Cindy Ott, SLR and Mark Hugdahl, ALS
- Drycleaners – The Dirty Side of a Clean Suit
Lesley Reid and Christine Patterson, AECOM
- CSAP Survey of Like Organizations – How Do We Stack Up?
Michael Sloan, SLR
- Remediation Through Redevelopment
Bruno Thielmann, Redefine Development and Jim Malick, SLR
- Ministry updates regarding the Omnibus Standards, Managing Hazardous Waste, Site Registry Access and the Implications of the Water Sustainability Act
Peggy Evans, Glyn Fox, Vincent Hanemayer, Celine Davis

The workshop wound up with a panel discussion involving Patrick Johnstone (UoBCM), Kristi Thornhill (BCBC), Bruno Thielmann (UDI) and Peggy Evans (MoE).

PD Webinars were held on the following topics:

- Detailed Administrative Screening – April 22, 2015
Colin Dunwoody and Reidar Zapf-Gilje; 40 PCs
- Performance Assessment and Detailed Screening Lessons Learned – September 29, 2015
Colin Dunwoody, Eva Gerencher and Paul Webb; 44 PCs

Special thanks to Bob Symington for planning, coordinating and moderating the PD Webinars. All our Webinars are posted on the CSAP Website. The PD Committee is always open to hear new ideas for future webinars.

The PD Committee has the following tasks for the upcoming year:

- Assist with the coordination and development of the technical stream at the Ministry's Land Remediation Conference in September 2015
- Plan the annual CSAP Fall PD Workshop on Nov 23, 2016
- Additional PD Webinars throughout the year
- Continue to support the upgrade to the CSAP Submission Manager

PD Webinars: <http://csapsociety.bc.ca/members/pd-webinars/>

AGM JUNE 2015		
Attendees	Number	Percentage over total members
Members	85	82%

FALL PD WORKSHOP 2015		
Attendees	Number	Percentage over total members
Members	69	43%
Non members	90	57%
Total	159	100%

TECHNICAL REVIEW

Chair:	Peter Reid, M.B.A., M.Eng., P.Eng., Director	
Members:	Trish Miller, R.P.Bio. Jerry Naus, P.Eng. Guy Patrick, M.Sc., P.Eng.	John Taylor, P.Eng. Dave Williams, P.Eng., Ph.D.



COMMITTEE PURPOSE

The Technical Review Sub 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.

The Technical Review process accepts requests for technical reviews from internal (e.g. CSAP Board of Directors, CSAP Committees) or external sources (e.g. BCMOE). In 2015/2016, the technical review committee following external technical reviews completed:

- Comments on various papers associated with CSR Omnibus review
- Comments on the interaction of the Hazardous Waste Regulation and the Contaminated Sites Regulation
- Submissions to the Ministry of Environment on various POD surveys

In 2015 CSAP approved the following special projects:

- Risk Management Decision Framework, Azimuth Consulting, Phase 2
- Toolkit for Risk Management, Golder Associates, Phase 2
- Geo Information System, further improvements, Hemmera
- CSAP External Jurisdictions Review, SLR

We would like to thank the proponents for their work in providing useful tools to the membership.

As part of our on-going work, we are identifying specific technical topics facing CSAP practitioners that may be worth moving forward with a modest amount of funding.

The Technical Review Sub Committee published the updated the CSAP Practice Guidelines.

In 2015, three scholarships were awarded to graduate students whose research is related to contaminated sites:

Keelin Scully	UBC, Geoenvironmental Engineering - Hydrogeology
Melanie St-Arnault	UBC, Mining Engineering
Michael Zima	UBC, Hydrogeology



PERFORMANCE ASSESSMENT



Chair: Reidar Zapf-Gilje , Ph.D., P. Eng., Director

Members: Colin Dunwoody, P.Eng. Eva Gerencher, M.Sc., P.Ag.
Michael Geraghty, M.Sc., P. Geo., past Chair Duncan MacDonald, B.Sc., P. Eng.
Tara Siemens-Kennedy, P.Chem.

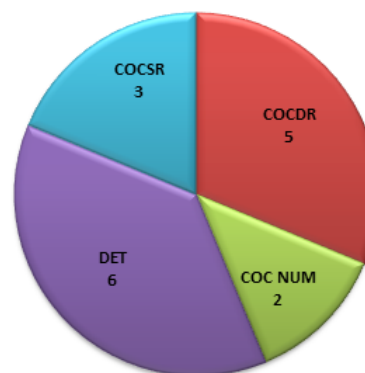
COMMITTEE PURPOSE

The Performance Assessment Committee (PAC) is responsible for conducting Performance Assessment of submissions made to CSAP for Contaminated Site Regulation (CSR) instruments. The PAC carried out detailed screening of 88 submissions and undertook 16 performance assessments over the last year. The feedback on the detailed screening, which is conducted for every CSAP submissions has been constructive and led to adjustments and improvements. Other initiatives that were either completed or are underway include:

- Continual review and improvements to the Performance Assessment process based on feedback and other considerations
- Working with the Ministry to expand the report material that can be provided in electronic format to reduce the amount of paper that needs to be printed
- Assisting in updating CSAP's annotated Summary of Site Conditions (SoSC) which provides guidance on what should be included in the SoSC
- Preparing a discussion paper on the use of professional judgement for Protocol 6 submissions for input by CSAP members the Ministry and others
- Preparing training Webinars for Performance Assessment panel members and CSAP Members
- Updating the "Lessons Learned" database

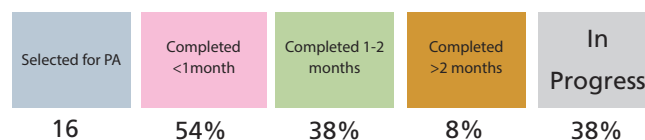
We value your feedback and will continue to ask for your feedback in surveys, through membership update newsletter and through the POD system.

PERFORMANCE ASSESSMENT STATISTICS



PERFORMANCE ASSESSMENTS CONDUCTED		16
SUFFICIENT WITH CLARIFICATION		10
IN PROGRESS		5
DEFICIENT		1

PERFORMANCE ASSESSMENT TIMELINE



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

GOVERNANCE

Chair: Jim Malick, Ph.D., R.P.Bio., P.Ag., Director and Past President

Members: Paul Cassidy, J.D., Director
Cindy Ott, M.Sc., P.Ag., P.GeoL., P.Chem., Past President
Greg Sutherland, Ph.D., R.P.Bio., Past President



COMMITTEE PURPOSE

The purpose of the Committee is to recommend processes 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.

In keeping with our purpose this year the Committee developed a terms of reference for an Advisory Council of senior APs, however, the Board has put this initiative in abeyance pending further discussion with MOE. The Committee also revised the Terms of Reference for all of the committees, revised the annual Board and Executive

Director evaluations and developed a conflict of interest guidelines for the Performance Assessment Committee. In addition, to satisfy requirements of the new BC Societies Act, the Committee developed conflict of interest policy for the Board, conflict of interest disclosure forms for annual completion and a conflict of interest oath to be signed annually by Directors. The Committee also developed mandatory qualifications for Directors to bolster the accountability of the Society in the face of ongoing public scrutiny of professionals having a regulatory role. All of these initiatives were approved by the Board.

The committee was productive through the efforts of Paul, Cindy and Greg. Their efforts are greatly appreciated.



DISCIPLINE



Chair: Colin Dunwoody, P. Eng.

Members: Ken Evans, P.Eng.
Dave Mitchell, P. Eng.
Reg North, P. Geo, P. Eng.

COMMITTEE PURPOSE

In 2015/2016 the committee worked with the PAC to streamline the process of assessing measures following the determination of a deficient submission by the PAC. The PAC completes the Performance Assessment (PA) and forwards the findings with a recommendation for measures to the Discipline Committee. The Discipline Committee then assesses measures considering the PAC recommendation and the AP's submission history. This

process allows separation of the measures from the findings of the PA and also allows the consideration of past AP performance in assessing measures.

During the year there has been 1 deficient finding for which measures were assessed.

During this year there were no written complaints requiring disciplinary action.



SPECIAL THANKS TO OUR STAFF

Nelly Pomareda

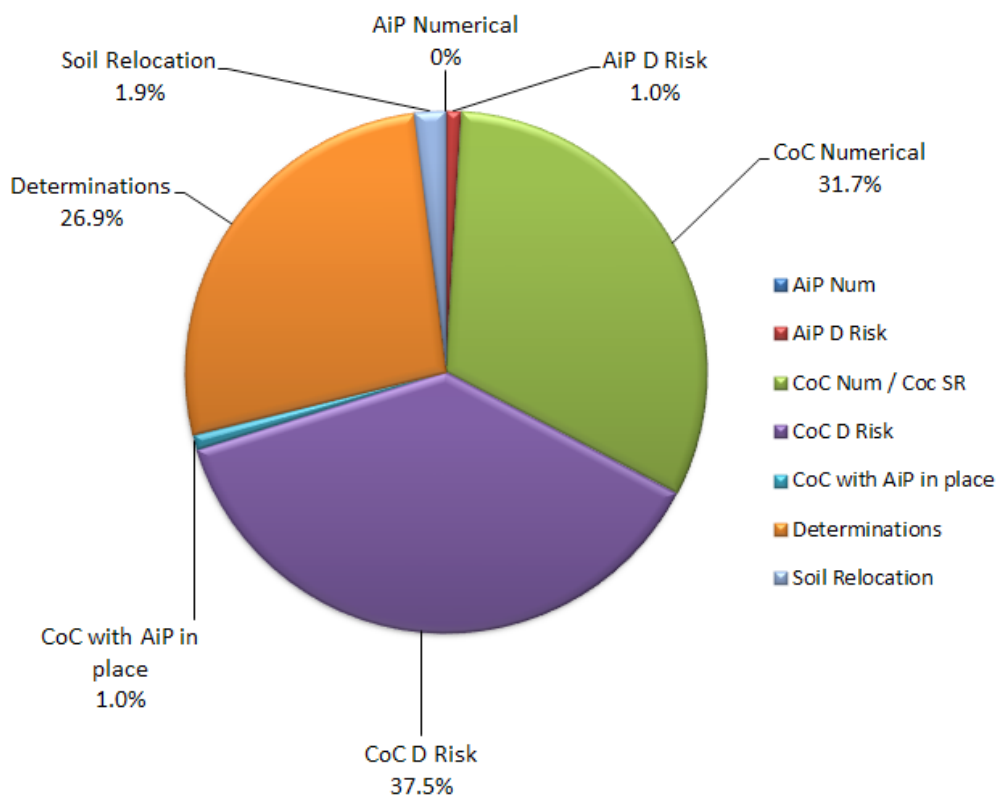
Operations Coordinator

Anna Popova

Administrative Assistant



INSTRUMENT OVERVIEW 2015-2016



SUBMISSIONS PRELIMINARY SCREENING TIME



SUBMISSIONS DETAILED SCREENING TIME



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



CSAP
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