



Society of Contaminated
Sites Approved Professionals
of British Columbia

ANNUAL REPORT 2012-2013



Our Vision

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



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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Industrial Photos Courtesy of Next Environmental Inc.



MESSAGE FROM THE MINISTRY

The remediation of contaminated land in BC remains an important, ongoing goal for the Ministry of Environment. British Columbia continues to make progress in this area through the investigation, remediation and redevelopment of contaminated sites in the province. These activities play a pivotal role in protecting public health and the environment, and in facilitating the return of such sites to productive use.

The Land Remediation Section is appreciative of the ability and confidence we can place in an expanded working relationship with the Contaminated Sites Approved Professional (CSAP) Society. This work has contributed to ensuring that best practices are applied to contaminated site remediation under the Environmental Management Act. Additionally, in 2012 the CSAP Society and its working groups contributed significant resources and assistance on a number of the ministry's key policy and guidance initiatives. With the continued support of our partners at CSAP, British Columbia has been successful in maintaining a leadership role in the investigation and remediation of contaminated sites, and in the development of progressive policies and guidance to support these activities.

The CSAP Society was incorporated in 2007 as a self-regulating professional association focused on site assessment and remediation reviews for non-high-risk sites. In its sixth year, the CSAP Society continues to fulfill its mandate, delivering professional development programs and providing oversight and high-quality reviews of

its members' work. This work contributes to the education of all professionals in the industry and ensures that public and environmental interests are being served.

I wish to acknowledge the dedication and contributions of the CSAP Society staff, committees and members and to recognize the accomplishments achieved in 2012 under the direction of Cindy Ott, President; the CSAP Board of Directors; and Catherine Schachtel, Executive Director.



Mike Macfarlane

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

MESSAGE FROM THE PRESIDENT

Cindy Ott, M.Sc., P.Ag., Geol., P.Chem.



This past year, 2012/2013, the CSAP Society used the firm foundation that has been built over the past six years to move forward and solidify our goals and key strategic objectives to further fulfill our mandate.

As part of the December Strategic Planning Session, the Board completed a SWOT (Strength, Weakness, Opportunities, and Threats) analysis of all the committees

and a Blue Sky analysis was provided by our appointed Directors. This input facilitated the review of our goals and objectives and aided the development of our action plan for the coming year.

Our major strength is our membership and expertise in the contaminated sites field. CSAP APs are active in volunteering on committees and giving timely input on emerging topics to other CSAP members, the MOE and our stakeholders. I would like to thank all APs for the time that they have contributed to CSAP. We would not be the thriving and growing society without your involvement.

One issue brought to light at our Strategic Planning Session was the continuing client/stakeholder misperception of how CSAP operates. To counteract this a new Awareness Committee was formed to develop a strategy to directly engage stakeholders and to provide more tools for outreach. Our first stakeholder meetings were very successful in providing current, accurate information about CSAP and our membership. The Board looks forward to defining our role in the business and other

I would like to thank all AP's for the time that they have contributed to CSAP. We would not be the thriving and growing society without your involvement.

stakeholder communities by engaging a wider network for consultation and communication.

We will continue to work with the Ministry of Environment to clarify and improve the contaminated site remediation process in British Columbia. CSAP works with the MOE to clarify current and emerging issues for our membership and enhance communication between MOE, CSAP and other stakeholders. This includes our regular Face to Face meeting with MOE

Catherine Schachtel, our Executive Director, continues to provide leadership in implementing our initiatives. Her tireless work enables CSAP to achieve our goals and enhance the value of CSAP. Additionally, our APs are supported by a fantastic team in the office, Judy Gunderson and Anna Popova, who are instrumental in ensuring our operations are efficient and our submissions flow smoothly to MOE.

Finally, I would also like to give a hearty thanks to our retiring board members, John Balfour, Dave Newton and Trish Millar. John has been our Treasurer since CSAP started and has always provided clear financial information and kept us in good financial stead. Dave has been on the Performance Assessment Committee since the start of CSAP, the last two years as Chair, and has lead by an example of fairness and technical strength. Trish has been a vice-Chair of the Membership Committee which has spearheaded the new classes of membership and participated in exam setting.

Cindy Ott, M.Sc., P.Ag., P.Chem., Geol.
President

MESSAGE FROM THE EXECUTIVE DIRECTOR

Catherine Schachtel, B.Ed.



2012-13 saw the society continue to build momentum towards meeting our constitutional mandate to: inform the public of the contaminated site review process and the role of the society there in; cooperate and consult with other professional and scientific bodies. I will provide a brief over view and leave the details to the committee reports.

Notable accomplishments:

The Performance Assessment Committee developed a new searchable lessons learned database which will be accessible within the CSAP Submissions manager and was instrumental in having all recently release instruments posted to the CSAP website.

The Membership committee succeeded in making major improvements to the CSAP membership application by updating and converting the experience review form to a fillable PDF. The membership renewal process was streamlined to a single date per year, December 31st.

The PD committee recorded a "how to" webinar on completing an experience review form as final step in providing assistance to potential new members. They plan to complete an additional "how to" on completing the PD hours form.

The Technical Review Committee provided comments on many of MoE's newly release documents on behalf of CSAP, provided assistance to the

CSAP is an excellent example of team work, made possible by a committed group of Directors all of whom Chair a committee (or two), the dedicated crew of participants at the committee and exam development level, and the ongoing oversight provided by the Executive Committee.

Ministry in developing the technical stream for their March conference, adjudicated the CSAP Scholarship application and supervised the first CSAP research grant awarded.

CSAP is an excellent example of team work, made possible by a committed group of Directors all of whom Chair a committee (or two), the dedicated crew of participants at the committee and exam development level, and the ongoing oversight provided by the Executive Committee. I would also like to thank our appointed Directors who provide an additional depth and breadth to the CSAP perspective.

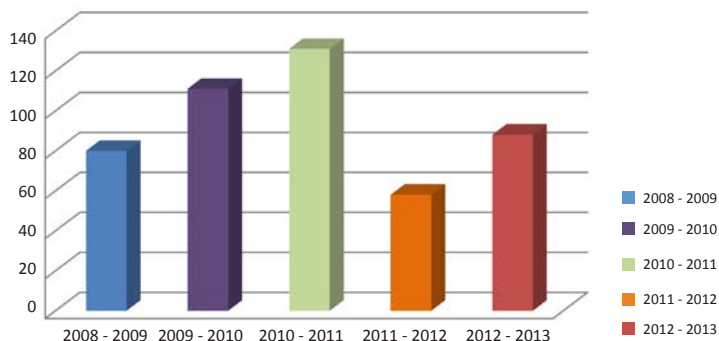
Looking Forward

2013-14 will include a decisive push to get the CSAP message out, explain the contaminated site process and confront misconceptions on the CSAP process. For starters we will be recording the PD Workshop portion of the AGM to be posted to the CSAP website and we have applied to present at the Union of BC Municipalities fall conference.

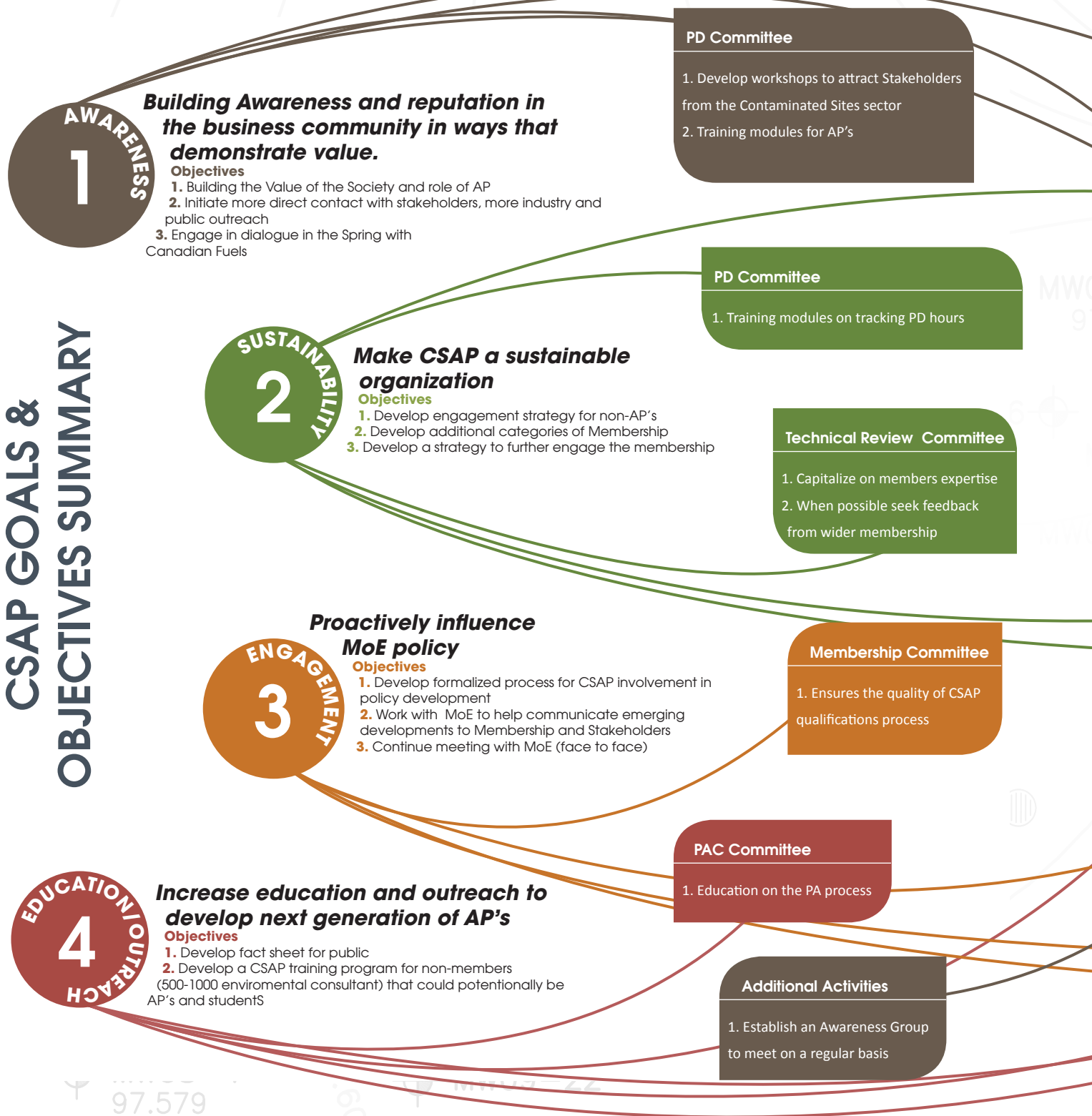
Catherine Schachtel, B.Ed.

Executive Director

Total Submissions Received by CSAP



CSAP GOALS & OBJECTIVES SUMMARY







COMMITTEE REPORTS

GOVERNANCE & DISCIPLINE

Chair

John Balfour, P.Eng.
Secretary/Treasurer

Governance Committee

Jim Mallick, Ph.D., R.P.Bio., P.Ag., Past President
Alan Walker, P.Eng., Past Vice President
John Lambert, P.Geo., Past Board Member

Discipline Committee

David Mitchell, P.Eng.



Governance Committee Purpose

The purpose of the Governance Committee is to recommend processes for the effective functioning of the Board and the committees, task forces, and any other work undertaken by the Board. The Committee is responsible for the development, recommendation to the Board and assessment of governance principles and policies approved by the Board. The Committee is also involved with succession planning to identify the skills and experience needed to further the strategic goals and objectives of the Board, as provided in the CSAP constitution.

In 2012/2013 the committee encouraged several members residing outside the Metro Vancouver area to run for election to provide a wider angle of perspectives at the board table.

Discipline Committee Purpose

The CSAP Society disciplinary process and more specifically the nature of complaint that the society will address is outlined in bylaw 46, (1):

Any person may make a complaint in writing to the Executive Director alleging that a member:

- (a) conducted CSAP work in an incompetent manner;
- (b) was guilty of professional misconduct, conduct unbecoming a member, or conduct contrary to the Rules in the course of carrying out CSAP work; or
- (c) breached the society's code of ethics under section 67.

In 2012/2013 the Committee completed development of procedures to follow in the event of a complaint and disciplinary action. The Committee was assisted by legal council in developing the procedures. David Mitchell volunteered to act on the Committee. David has experience acting in a similar capacity for a different professional group. To date, CSAP has not received any written complaints requiring disciplinary action.

John Balfour, Secretary/Treasurer

I have enjoyed serving on the Board as your Secretary/Treasurer since inception of the society in 2007. I leave the finances of the society in great shape, thanks mostly to the skills and diligence of our Executive Director, Catherine Schachtel. One of the best memories was working with Jim Mallick, Alan Walker and Catherine Schachtel during the somewhat insane start up phase. During the MOE (fee holiday) when we were dealing with the Indemnity Agreement, the volunteer load was sometimes 30 hours per week and I am glad that is over.

Governance Guidelines

 <http://www.csapsociety.bc.ca/about/governance>

MEMBERSHIP

Chair

Guy Patrick, P.Eng.

Membership Committee

Trish Miller, R.P.Bio. Vice Chair
Sam Reimer, P.Ag.
Laura Koch, P.Ag.
Jay Rao, P.Eng.



Committee Purpose

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

The committee also considers membership matters, including membership renewal requirements where there are extra-ordinary circumstances, and where there are member concerns regarding the application and examination. Our primary goal is to ensure that both existing members and new applicants meet and maintain the requirements for qualification and are treated fairly through the process.

In 2012/2013 we continued to actively pursue our mandate with the addition of two new committee members: Laura Koch and Jay Rao. Among our accomplishments, we pursued the possibility of adding two additional

categories of membership: a “member-in-training” category and an “associate/retired” category, and were pleased to announce that we have the legal go-ahead to proceed. We plan to present a special resolution at the CSAP AGM on June 5th for a members vote on these additional categories. On another note, we re-visited the Membership Guidelines document, and furthered our plans to have revised membership application forms that can be filled in electronically. We also re-examined the exam structure to identify possible ways to improve the process (no significant changes pending). And finally, we looked at clarifying the definitions of categories comprising Professional Development hours, and are considering methods such as requests for backup from up to 10% of the members who provide annual submittals, to monitor the integrity of the process. If you have any comments or concerns, please let us know! Thanks to Trish Miller, Vice Chair who is retiring.

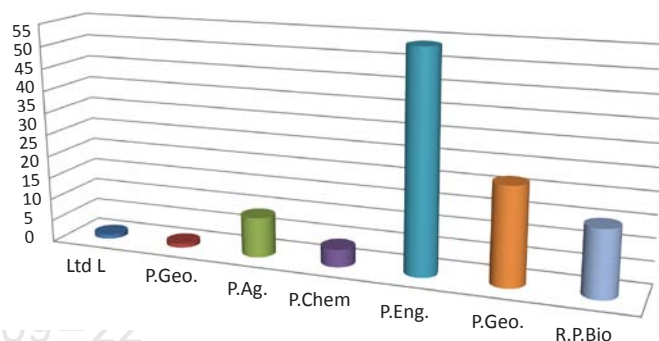
Guy Patrick, Chair

Membership Guidelines

• <http://www.csapsociety.bc.ca/members/resources>

I loved my time on the Board....working with motivated people to continuously improve documentation and procedures for our members. Trish Miller, R.P.Bio.

Membership by Parent Organization



MEMBERSHIP

Member Participants 2012 / 2013

Patrick Allard	Dawn Flotten	John Lambert	Patricia Miller	Guy Patrick	Jackie Smith	Alan Walker
Harbey Bains	Michael Geraghty	Ingo Lambrecht	David Mitchell	Beth Power	Gregory Sutherland	Paul Webb
John Balfour	Eva Gerencher	Lori Larsen	Ian Mitchell	Jay Rao	Bob Symington	Jim West
Marc Cameron	Tony Gillett	Duncan Macdonald	Allan Morrison	Lesley Reid	John Taylor	John Wiens
Patty Carmichael	Raminder Grewal	Michael McLeay	Dave Newton	Peter Reid	Christine Thomas	Ross Wilson
Colin Dunwoody	Robin Jones	Jim Malick	Reg North	Sam Reimer	Michelle Uyeda	Reidar Zapf-Gilje
Kenneth Evans	Laura Koch	Ian Marsh	Cindy Ott	Tara Siemens Kennedy	Gabriel Viehweger	Allan Zhang

Welcome to new CSAP members !

Tadd Berger, M. Sc., P.Ag., SAS

Craig Harris, P.Geo., R.P.Bio., RAS

James Laidlaw, P.Eng., SAS

Michael Rankin, B.Sc., R.P.Bio., RAS

James Smith, B.Sc., R.P.Bio., SAS

Jason Wilkins, P.Ag., SAS

Member Participants 2012 / 2013

Number of AP's who volunteer	48
Average number of hours volunteered	41
Highest number of hours	129
Total number of hours volunteered	1991.5



PROFESSIONAL DEVELOPMENT

Chair

Ross Wilson, R.P. Bio., Chair

Professional Development Committee

Colin Dunwoody, P.Eng.
Tony Gillett, P.Eng.



Committee Purpose

Maintaining high professional standards in a fast moving field requires a commitment to continuous improvement. The Professional Development (PD) Committee leads the society in our efforts to ensure Approved Professionals remain at the leading edge of their professions. CSAP workshops actively promote continuous learning and help bring together members and the committee together to discuss potential future topics for educational programming.

In 2012/2013...Our Fall PD Workshop was held on October 10 2012, with a focus on sustainable remediation. CSAP was active in organizing the Technical Stream of the MoE conference in March 2013. The committee developed our first webinar on “how to complete a CSAP membership application” with detailed instructions on completing an experience review. The committee has also worked on possible changes to

certain aspects of the tracking of CPD hours. Specifically, we are in the process of recommending changes to the tracking and allowable hours of CPD that can be claimed under “self-study”, “mentoring” and other hard to track categories. We are pleased to welcome the full participation of the Ministry at our AGM PD Workshop in June 2013.

Ross Wilson, Chair

Guidance on how to complete a CSAP membership application

• <http://www.csapsociety.bc.ca/join/experience-review>



TECHNICAL REVIEW

Chair

Greg Sutherland,
Ph.D., R.P.Bio.

Technical Review Committee

Colin Dunwoody, P.Eng.
Eva Gerencher, P.Ag.
Reg North, P.Geo, P.Eng.

Beth Power, M.Sc., R.P.Bio.
Reidar Zapf-Gilje, P.Eng.



Committee Purpose

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

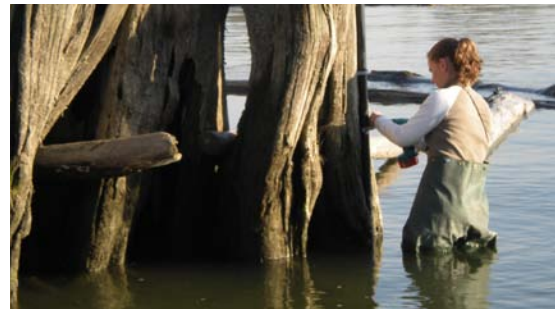
The Technical Review process accepts requests for technical reviews from internal (e.g. CSAP Board of Directors, CSAP Committees) or external sources (e.g. BCMOE). In 2012/2013, the following technical reviews were completed:

- Soil Vapour Attenuation Factors for Trench Worker Exposure
- Ecological Risk Assessment: Policy Decision Summary (draft)
- Protocol 6: Eligibility of Applications for Review by Approved Professionals
- Administrative Guidance 11: Expectations and Requirements for Contaminant Migration
- Technical Guidance 22: Using Monitored Natural Attenuation and Enhanced Attenuation for Groundwater Remediation

In 2012, three scholarships were awarded to graduate students whose research is related to contaminated sites and the first project was awarded under the CSAP Small Research Project Funding program; the project, titled Modelling Study of Iron and Manganese in Groundwater, was awarded to Golder Associates.

The Technical Review Sub Committee is also initiating the process to review and update the CSAP Practice Guidelines.

Greg Sutherland, Chair



PERFORMANCE ASSESSMENT



Chair

Dave Newton, P.Geo.

Performance Assessment Committee

Michael Geraghty, M.Sc. P.Geo. Vice Chair
Bob Symington, P.Geo. Past Chair
Cindy Ott, M.Sc., P.Ag., GeoL., P.Chem.
Tara Seimens Kennedy, P.Chem, P.Ag.

Committee Purpose

The Performance Assessment Committee administers a system of audits, known as performance assessments to ensure the quality of submissions made by Approved Professionals. The committee appoints a roster of Panel Members from among members who conduct performance assessments under the direction of a delegated member of the Performance Assessment Committee. We continuously review the process to insure that the system is fair, equitable and transparent and to insure that Approved Professionals fully understand their obligations and rights under the process. The committee meets monthly to discuss issues, to update the Performance Assessment Guidelines and to generate “Lessons Learned” from each assessment. “Lessons Learned” assist Approved Professionals with their submissions and ensure that information pertaining to regulatory and technical interpretations is available.

In **2012/2013**, we continued to strengthen our partnership with the MoE by sharing our observations regarding where additional direction is required for contaminated sites practioners. In addition, the PAC worked with others in CSAP and the MoE to not just identify problems but also suggest solutions in areas where improvement was needed in terms of education, guidance and policy. 2012/2013 was our most successful year in terms of bringing our learnings to the membership, largely via the CSAP newsletter. We continued to see improvement in the general quality of submissions, but 2013/2014 promises to be challenging due to the large number of new MoE policy and procedural documents. Education and communication will be a focus for the PAC over the next year.

David Newton, Chair

Performance Guidelines

• <http://www.csapsociety.bc.ca/members/resources>

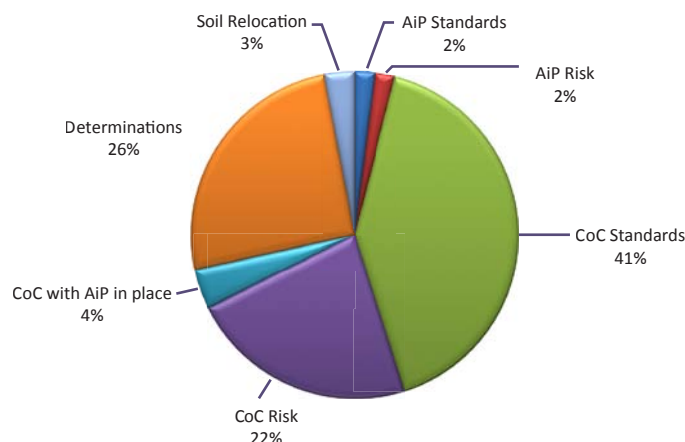
Submission Screening Time

Submissions Screened	<5 Days	5-10 Days	>10 days
88	98%	2%	0%
Note: Approved Professional Response time and Ministry of Environment time to release instruments not included			

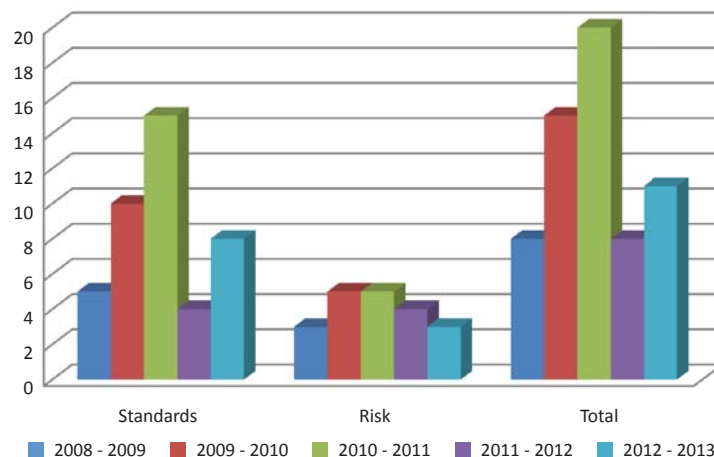
“It has been a privilege to be part of the CSAP team and to have had the opportunity to meet and work with a number of other consultants whom have dedicated their time to helping the environmental community. I hope to have the opportunity to work with CSAP again in the future. Dave Newton, P.Geo.”

PERFORMANCE ASSESSMENT

Instrument Overview 2012-2013



Performance Assessment by Type



Typical Performance Assessment Timeline

Action	Sufficient (Working Days)	Final Findings (Working Days)	TOTAL (Working Days)
Initial screening and selection of submission (by PAC Coordinator or Performance Assessment Coordinator for performance review)	5		
Stage 1 Report prepared by Panel Members and submitted to Delegated Member. Note: 10 days from receipt of the submission review copies	10		
For RA Performance Assessments additional time is required for review and preparation of the Stage 1 Report Review of Stage 1 Report by Delegated Member and approval for forwarding to submitted AP by CSAP Society	5		
Review of Stage 1 Report by Delegated Member and approval for forwarding to submitted AP by CSAP Society			Std – 20 Risk – 30
If the Stage 1 Report indicates that additional information is required: <ul style="list-style-type: none"> The submitting AP has up to 4 months to prepare an addendum to the submission providing the requested additional information The submitting AP may request a meeting with the PAP, DM and PA Coordinator to review the Stage 1 Reports and additional information addendum 			
Panel members review the additional information addendum(s) provided by the submitting AP and issue Final Findings Report to Delegated Member		10	
Review of the Final Findings Reports by Delegated Member and preparation of the Final Performance Assessment Findings (FPAF) letter by the Delegated Member and forwarding to submitting AP by CSAP Society		5 10	Std – 35 Risk – 45

CSAP SOCIETY BOARD MEMBERS - 2012/ 2013

Cindy Ott, M.Sc., P.Ag., GeoL., P.Chem.

President

David Newton, P.Geo.

Vice President, Performance Assessment Committee, Chair

John Balfour, M.Sc., P.Eng.

Secretary Treasurer, Chair Discipline Committee, Governance Committee Chair

Michael Geraghty M.Sc., P.Geo.

Vice Chair, Performance Assessment Committee

Patricia Miller, M.Sc., R.P.Bio.

Vice Chair, Membership Committee

Guy Patrick, M.Sc., P.Eng.

Chair, Membership Committee

Greg Sutherland, Ph.D., R.P.Bio.

Chair, Technical Review Committee

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

Chair, Professional Development Committee

Carolyn Baron, P.Eng.

Local Government Representative

Paul Cassidy, JD

Environment Representative

Phil de Leeuw, B.Sc., MBA

Industry Representative

Vincent Hanemayer, P.Eng.

Ministry Representative

Staff



(left to right): Judy Gunderson, Anna Popova

Catherine Schachtel, B.Ed.

Executive Director

Judy Gunderson

Operations

Anna Popova

Administrator



CSPA Board of Directors:

Back row (left to right): Carrie Baron, Dave Newton, Michael Geraghty, Paul Cassidy, Phil de Leeuw, Gregory Sutherland

Front row (left to right): Cindy Ott, John Balfour, Ross Wilson, Guy Patrick, Vince Hayemayer

Absent: Trish Miller

CSAP NEW DIRECTORS 2012



(left to right): Ross Wilson, Michael Geraghty

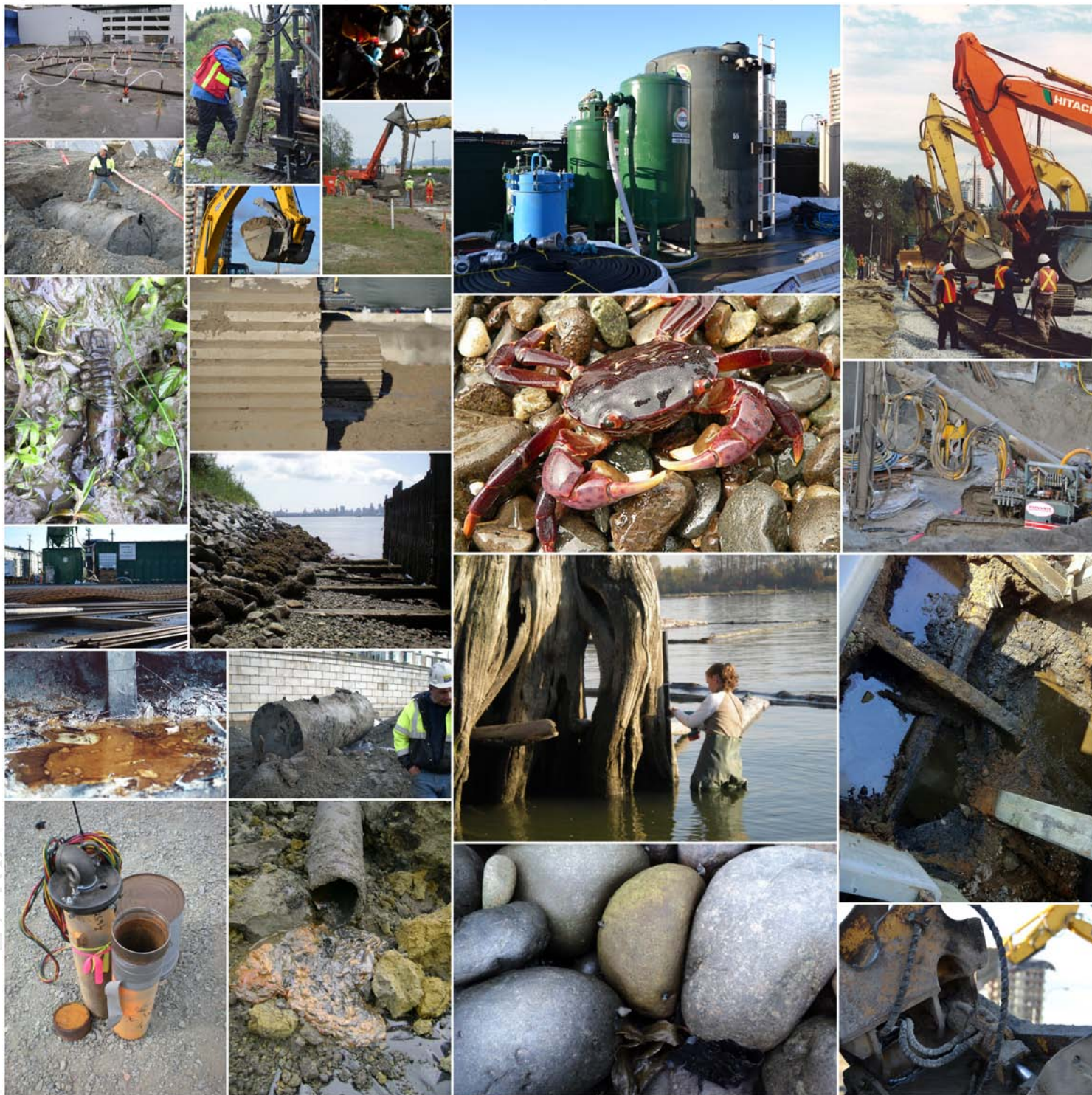
Ross Wilson, M.Sc., R.P.Bio.

"Since July 2012, I have been on the CSAP Board of Directors as the representative from the College of Applied Biology. I can say that it is a very interesting experience and I have learned a lot. Although I had some reservations regarding the time commitment, I am definitely glad the APs provided me with this opportunity".

Michael Geraghty M.Sc., P.Geo.

"Since July 2012, I have been on the CSAP Board of Directors as the representative from APEGBC. Having been on the Professional Development Committee and the Technical Review Committee previously, I have enjoyed the new challenges of being a Board member and the opportunity to work with and learn from my fellow Board members".





Notes

