



CSAP

SOCIETY OF CONTAMINATED SITES
APPROVED PROFESSIONALS
OF BRITISH COLUMBIA

ANNUAL REPORT

20
/ 21

ADVANCING LAND
REMEDiation + ECONOMIC GROWTH



OUR VISION

CSAP Society, trusted professionals for sound environmental stewardship.

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



OUR MISSION

To serve government, the public and industry by evaluating and advancing the practice and quality of contaminated sites management within BC's regulatory framework.

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

BETTERING THE INDUSTRY

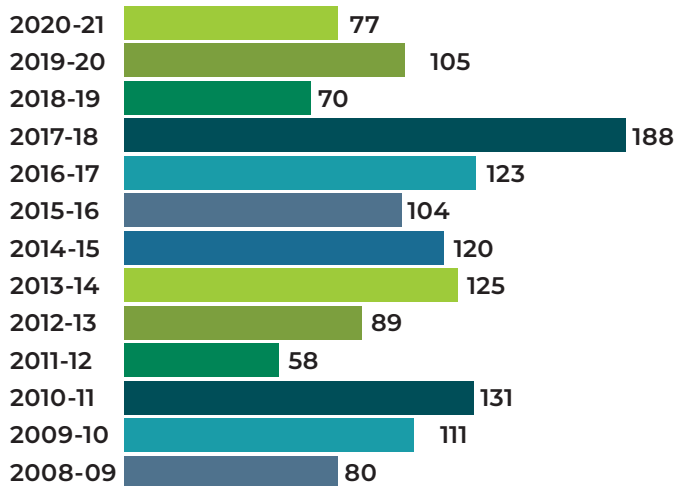
As part of the Society's commitment to bettering the industry, reviews of technical documents are undertaken at the request of the Ministry, Stakeholders as well as internally generated. White Papers and other projects designed to enhance our members' knowledge are conducted annually, the results of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



MEMBERSHIP BY SPECIALITY



SUBMISSIONS PROCESSED ANNUALLY



SUBMISSIONS RECEIVED BY SECTOR

	2020 2021		2019 2020		2018 2019	
Commercial	53	69%	83	79%	48	69%
Municipality	1	1%	5	5%	5	7%
Oil & Gas	14	18%	7	7%	8	11%
Province of BC & Crown Corps	9	12%	10	9%	9	13%
TOTAL	77	100%	105	100%	70	100%

*Financial Statements available upon request.

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

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

For the 2020-21 year, the COVID-19 global pandemic significantly changed our daily work environment. The Land Remediation program worked intently, albeit remotely, to process and review applications while maintaining turn around times, being responsive to enquiries and implementing a significant legislative amendment. As the province moves into the next step of the Restart plan, we will gradually transition into the evolved landscape with renewed vigour and optimism.

On behalf of the ministry, I would like to thank all members of the CSAP Society for their unremitting professionalism, technical expertise, and steadfast dedication towards the investigation and remediation of contaminated sites in British Columbia. Gratitude goes to Duncan Macdonald, CSAP President; Tara Siemens Kennedy, Vice President; Catherine Schachtel, CSAP Executive Director; the CSAP Board of Directors; CSAP staff; and the members of the CSAP Committees and Working Groups, for their contributions and achievements in 2020-21.

Through this extraordinary year, the ministry made considerable progress and change.

For the first time since 2004, legislative change was realized when the amendments to the site identification process under the Environmental Management Act and Contaminated Sites Regulation came into effect on February 1, 2021. Ten Director's protocols were updated to align with this amendment. Requirements from relevant guidance documents and factsheets were transferred to the applicable protocols, while expectations and supporting information were moved to new webpages. The ministry received over 700 comments on the draft protocols during the 45-day comment period and the interest and feedback from the contaminated sites community is appreciated.

Legislative change was advanced within the area of soil relocation. Bill 3 received Royal Assent on March 4, 2020. These changes are to be brought into force via regulation. The Intentions Paper for proposed regulatory amendments to the soil relocation process to support Bill 3 was open for public comment until March 15, 2021. The ministry received feedback from a wide range of stakeholders and will use the responses to inform the proposed future regulatory amendment.



The Land Remediation Professional Reliance Operations team continues work to address the relevant recommendations from the Professional Reliance Review Final Report (2018) and align the contaminated sites professional reliance model with the Professional Governance Act.

In partnership with the Climate Action Secretariat, the ministry advanced to Phase II in the Climate Preparedness and Adaptation Strategy project. The objective is to develop resilient strategies and policy for the protection of groundwater quality at contaminated sites under future climates. This work will also evaluate sustainable remediation approaches.

Results from the 2018 Business Improvement Project client survey were implemented in the areas of thirty new webpages, business processes, applying for contaminated sites services and making enquiries to the ministry. Applications increased 30% compared to typical previous years. Out of 432 applications for ministry services in total, 132 were ministry certification document applications with AP-recommendations, and 65% of these were based on detailed risk assessments.

The ministry looks forward to working with CSAP to achieve post-pandemic contaminated sites remediation that supports economic recovery and a strong, healthy and safe province for British Columbians.

DANIELLE GRBAVAC

M.Sc. Director, Land Remediation
Ministry of Environment and Climate Change Strategy



BOARD OF DIRECTORS

APPOINTED DIRECTORS



TONY CROSSMAN, LLB., LLM.
Environmental Representative



DENISE MULLEN
MPA, Industry Representative



CHRISTIAAN IACOE
P.Ag. Local Government Representative



DANIELLE GRBAVAC
M.Sc. Director, Ministry of Environment

PARENT ORGANIZATION DIRECTORS



CHUCK JOCHEMS
P.Eng. Performance Assessment Committee, Chair. EGBC

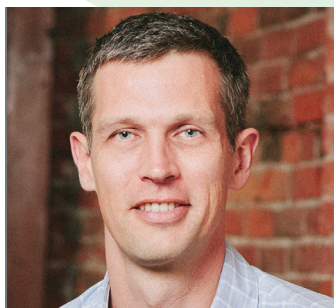


JASON WILKINS
P.Ag. Discipline Committee, Chair. BCIA



CHRISTINE THOMAS
M.Sc., RP.Bio. Technical Review Committee, Chair. CAB

DIRECTORS AT LARGE



DUNCAN MACDONALD
P.Eng. President



TARA SIEMENS KENNEDY
MET P. Chem. Vice-President, Secretary & Treasurer



PATTY CARMICHAEL
M.Sc., P.Geo. Membership Committee, Chair



TRISH MILLER
M.Sc., R.P.Bio. Governance Committee, Chair



GUY PATRICK
M.Sc., P.Eng. Professional Development Committee, Chair

MESSAGE FROM THE PRESIDENT



The past year has been extraordinary and it's time to for moving forward. Our Society, our members, and the stakeholders we interact with have begun to move into a new chapter of putting the pandemic behind us. By the end of CSAP's fiscal year (end of March 2021) we had started to see economic recovery in the sectors we typically work with and our colleagues and clients were charging full steam ahead. On all of our behalf's, I would like to again thank the CSAP staff who pulled us through the past year, doing their jobs safely and keeping operations moving seamlessly for the rest of us.

In the theme of moving forward, we are all adapting to the regulatory changes that came into effect this year. Further, there has been considerable change to the faces and players at both the Ministry and CSAP over the years. While it is human nature to resist change, as we have all experienced, change, however challenging it may seem, can have advantages. The CSAP executive and board is working closely to move forward with the current leadership team of the Land Remediation Section. We are committed to furthering our common goals, as well as increasing and improving

communications between the Society, the Ministry and our various stakeholders.

Thank you to all our members, Board of Directors, committee members, Ministry staff, stakeholders, and volunteers for contributing the success and resilience of CSAP.

All the best for the coming year!

**DUNCAN
MACDONALD**
P.Eng., President

A stylized, handwritten signature in blue ink.

MESSAGE FROM EXECUTIVE DIRECTOR



As with many of our member companies, the CSAP office remained closed during 2020-21 as recommended by our Provincial Health Officer, and staff members continued to work from home to maintain our services. Our Annual General Meeting was held virtually in September as it was the Fall PD Workshop. A return to in-person events is anticipated later in 2021.

The volume of submissions received in 2020-21, did not meet expectations. The Covid19 pandemic, coupled with the release of the new and revised Protocols on February 1, 2021, were contributing factors.

The Members Services area on our website has several new functions of value to members. As the Ministry transitions to a new website format members can research Ministry documents through a key

word search and the CSAP map is now administered by CSAP. Currently, filters are being developed to allow CSAP to post released Protocol 2,4,6,9, and 21 approvals for review.

As always, I would like to thank our directors who play a pivotal role in the success of the society. Directors stepping down this year; Tara Siemens Kennedy, Vice President, Secretary Treasurer, along with Performance Assessment and Detailed Screening Committee work speak to her commitment to our society; Guy Patrick, Professional Development Committee Chair and virtual event moderator and Trish Miller, Governance Committee Chair and Performance Assessment Committee member, as well as recent chair of our Task Force reviewing CSAP ENV Roles and Responsibilities and the CSAP Rules Table A: Arm's

Length. All three members served two terms as Directors and contributed to many projects along the way. They will be missed.

I would also like to thank the membership, committee members, and staff for their continuing support and contributions throughout the year.

Gong forward, the Society will strive to enhance communication with the Ministry of Environment and Climate Change, Stakeholders and clients. A series of Professional Development opportunities to bring members up to date with the recent regulatory changes are planned.

**CATHERINE
SCHACHTEL**
Executive Director

A stylized, handwritten signature in black ink.

MEMBERSHIP COMMITTEE



PATRICIA CARMICHAEL
P.Geo., Chair

COMMITTEE:

SAM REIMER, P.Ag., Vice Chair
TADD BERGER, EP, P.Ag.
DAWN FLOTTEN, P.Eng.
MICHELLE UYEDA, P.Eng.
AUDREY WAGENAAR, P.Chem.
DIANE ZORN, P.Eng.

EXAM DEVELOPMENT SUB-COMMITTEE

SAM REIMER, P.Ag.
IAN MITCHELL, P.Eng.
MICHAEL GERAGHTY, P.Geo.

COMMITTEE PURPOSE

ADMINISTER THE MEMBERSHIP APPLICATION AND EXAMINATION PROCESS:

- Update and align the Membership Guidelines with CSAP Bylaws and Rules; and
- Verify that exiting members maintain their qualifications and remain in good standing.

ACCOMPLISHMENTS

Posted the current version of the Membership Guidelines (June 2021) which can be found here:

- [HTTPS://CSAPSOCIETY.BC.CA/JOIN/](https://csapsociety.bc.ca/join/).

OVERVIEW

IN 2020/21 THE COMMITTEE:

- Finalized and posted the Membership Guidelines & Application Forms:
 - Aligned Guidelines with CSAP Bylaws and Rules
 - Clarified eligibility criteria for Risk-based AP
 - Direct Documented Experience (DDE) includes the identification of environmental risk and quantification of magnitude and severity of that risk, as per ENV Protocol 1.
- Finalized CSAP Exam Development Guidelines
- Reviewed CSAP Bylaws and Rules Amendments with respect to Membership.

MEMBER PARTICIPANTS 2020 / 2021

Mark Adamson
Darlene Atkinson
Tadd Berger
Patricia Carmichael
Jason Christensen
Anthony Collett
John DeCesare
Travis Deeter
Brant Dorman
Paul Embregts
Dawn Flotten
Michael Geraghty
Eva Gerencher
Michael Gill

Tony Gillett
Raminder Grewal
Gary Hamilton
Ian Hers
Chuck Jochems
Tara Siemens Kennedy
James Laidlaw
Gary Lin
Duncan Macdonald
Bonnie Marks
Blair McDonald
Michael McLeay
Trish Miller
David Mitchell

Ian Mitchell
Simone Mol
David Newton
Reg North
Ingolf Lambrecht
Cindy Ott
Guy Patrick
Beth Power
Mandeep Purewal
Stefan Quaglia
Sam Reimer
Erin Robson
James Smith
Scott Steer

Bob Symington
Jeff Taylor
John Taylor
Christine Thomas
Michelle Uyeda
Gabriel Viehweger
Audrey Wagenaar
Alan Walker
Jason Wilkins
Ross Wilson
Reidar Zapf-Gilje
Diane Zorn

RETIRING MEMBERS

DON WILLIAMS – March 2021

JOHN BALFOUR – Jan 2021

ALEXANDER BATH – Dec 2020

COLIN DUNWOODY – Dec 2020

JIM MALICK – Dec 2020

ROBERT MCLENEHAN – Aug 2020

JERRY NAUS – Aug 2020

MICHAEL GUTHER – Aug 2020

JOHN LAMBERT – Jun 2020

PHILIP LOWERY – May 2020

ROBERT BECK – May 2020

Thank you for your participation and we wish you all the best!

MEMBERSHIP STATISTICS

AS OF MARCH 31, 2021, THERE WERE:

108 FULL-TIME MEMBERS
(84 NUMERICAL APS;

8 ASSOCIATE MEMBERS

11 RETIRED MEMBERS

BY PROFESSIONAL ORGANIZATION AFFILIATION

76 ENGINEERS AND GEOSCIENTISTS OF BC

19 COLLEGE OF APPLIED BIOLOGY

13 BC INSTITUTE OF AGROLOGY

5 ASSOCIATION OF THE CHEMICAL PROFESSION OF BC

MEMBER VOLUNTEER HOURS 2020 / 2021

54 NUMBER OF AP'S WHO VOLUNTEERED

47 AVG. NUMBER OF HOURS VOLUNTEERED

191 HIGHEST NUMBER OF HOURS

2511 TOTAL NUMBER OF HOURS VOLUNTEERED

PROFESSIONAL DEVELOPMENT COMMITTEE



GUY PATRICK P.Eng., Chair

COMMITTEE

CINDY OTT, P.Ag., P.L.Geo.

ERIN ROBSON, P.Eng.

JIM LAIDLAW, P.Eng.

TRAVIS DEETER, P.Ag.

BOB SYMINGTON, P.Geo.

OVERVIEW & ACCOMPLISHMENTS

We are all now well-versed in virtual communications platforms and have learned how to communicate and share knowledge in this COVID-19 world. Over the past year we focused on planning for the 2020 Fall PD Workshop that was held in November, and planning for the Annual General Meeting held in June. Our webinar schedule was protracted to accommodate ENV's roll-out of Stage 13 Amendments and the accompanying ENV webinars on these and other initiatives. CSAP webinars will continue later in the year. All past webinars can be accessed from the CSAP website.

The 2020 Fall PD Workshop provided our members with an opportunity to meet their municipal counterparts and hear their comments, concerns and perspectives on the contaminated sites process in BC. We thank representatives from the City of Surrey, Burnaby, Richmond, and Nanaimo for sharing their experiences.

In the upcoming year, we plan to resume development of webinars that are relevant to our members, and to continue identify learning opportunities. We also look forward to your continued high level of engagement and participation in the Fall PD Workshop, which is being planned as a virtual workshop, in late October 2021.

COMMITTEE PURPOSE

The Professional Development Sub-committee works to provide learning opportunities for our members, bringing together expertise, experience and knowledge to support high professional standards and foster innovation.

AGM 2020

ATTENDEES:

90 MEMBERS **83%**

SUBSCRIBERS:

308

116

MEMBERS

192

NON-MEMBERS

FALL PD WORKSHOP 2020

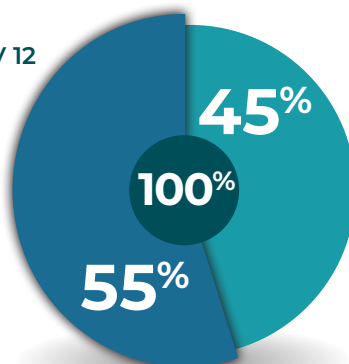
CSAPs Fall Professional Development Workshop unites our members and the boarder community. Some of the country's leading practitioners attend and present on a board range of relevant topics in the contaminated land sector. Members and Non-members are welcome to take participate in CSAPs interactive Fall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

ATTENDEES DAY ONE - NOV 12

66 MEMBERS

55 NON-MEMBERS

TOTAL - 121

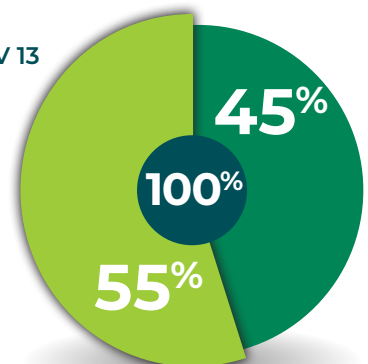


ATTENDEES DAY TWO - NOV 13

54 MEMBERS

67 NON-MEMBERS

TOTAL - 121



PD WEBINARS

➤ CSAPSOCIETY.BC.CA/MEMBERS/PD-WEBINARS/

MEMBERS UPDATE

The Members 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.

TECHNICAL REVIEW COMMITTEE



CHRISTINE THOMAS, R.P.Bio., Chair

COMMITTEE:

BETH POWER, R.P.Bio.

GARY LIN, P.Eng.

JEFF TAYLOR, P.Eng.

MICHAEL GILL, P.Eng.

SIMONE MOL, P.Chem.

TECHNICAL REVIEWS THIS YEAR CONSISTED OF THE REVIEW OF SEVERAL NEW ENV DOCUMENTS THAT WERE RELEASED IN EARLY 2021. THE TRC ENGAGED OVER 20 APPROVED PROFESSIONALS TO COMPLETE TECHNICAL REVIEWS OF THE FOLLOWING ENV DOCUMENTS:

- 10 draft Protocols released as part of the CSR Stage 13 amendments
- Intentions Paper – Regulating Soil Relocation released as part of the proposed CSR Stage 14 amendments

We thank everyone that has helped with the various TRC projects this year. Going forward, the focus of 2021/22 will be on a small portfolio of Special Projects and addressing technical issues as they arise.

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.

OVERVIEW

When requested, we conduct technical reviews from internal (e.g. CSAP Board of Directors, CSAP Committees) or external parties (e.g. BC ENV). The TRC also conducts special projects to address Approved Professional related issues and guidance.

ACCOMPLISHMENTS

IN 2020/21, CSAP COMPLETED THE FOLLOWING SPECIAL PROJECTS:

- Petroleum Hydrocarbon PCOC Review
- CSAP Guidance for the Assessment of Soil Vapour and Air Pathway – Phase 2

SPECIAL PROJECTS THAT ARE CURRENTLY IN PROGRESS INCLUDE:

- CSAP Guidance for Assessment of Soil Vapour and Ambient Air – Phase 3
- Updating CSAP Practice Guidelines
- Expanding functionality of CSAP webmap

TECHNICAL STUDIES

- [HTTPS://CSAPSOCIETY.BC.CA/MEMBERS/PROFESSIONAL-DEVELOPMENT/TECHNICAL-STUDIES/](https://csapsociety.bc.ca/members/professional-development/technical-studies/)

PERFORMANCE ASSESSMENT COMMITTEE



CHUCK JOCHEMS P.Eng., Chair

COMMITTEE PURPOSE

The Performance Assessment Committee (PAC) is responsible for CSAP's quality assurance process, ensuring approved professional recommendations for legal instruments are supported by scientifically sound technical reports prepared in accordance with the governing legislation and Ministry of Environment and Climate Change Strategy (ENV) governing legislation, protocols, procedures and guidance. The overall goal of the performance assessment (PA) process is to confirm that the documents submitted to ENV for legal instrument application are accurate, complete and valid. One in every eight Approved Professional recommendations is selected for a performance assessment on a random basis. Performance assessments may also be triggered by a remedial measure outcome of a previous performance assessment, a request by the ministry or where errors are identified during the CSAP detailed screening process.

PERFORMANCE ASSESSMENT STATISTICS

0	COC WITH AIP IN PLACE
4	COC NUMERICAL
7	COC DET. RISK
2	DETERMINATION
0	AIP NUMERICAL
0	AIP DETAILED RISK

PERFORMANCE ASSESSMENT

- [HTTPS://CSAPSOCIETY.BC.CA/MEMBERS/PERFORMANCE-ASSESSMENT/](https://csapsociety.bc.ca/members/performance-assessment/)

COMMITTEE:

EVA GERENCHER, P.Ag.
DAVID MITCHELL, P.Eng.
GARY HAMILTON, P.Geo.
INGOLF LAMBRECHT, P.Geo.
SCOTT STEER, R.P.Bio.
TRISH MILLER, R.P.Bio.

ACCOMPLISHMENTS

The PAC, together with the Detailed Screening Sub Committee, completed screening of 77 submissions received by CSAP in 2020-2021 and undertook 13 Performance Assessments with timelines and outcomes summarized in the statistics below. The committee's work over the past year has also included:

- Communicating "Lessons Learned", tips for expediting Detailed Screening and regulatory changes identified in Performance Assessments in Summer and Fall 2020 CSAP Member's Updates.
- Webinar on Petroleum Hydrocarbon PCOC Data Review conducted in September 2020.
- Further refined and utilized the Focussed Review process whereby narrow issues that arise out of detailed screening may be further reviewed by a Delegated Member for resolution.
- Updating the PA Guidelines to provide consistency and transparency with CSAP's submission screening and review processes.
- Worked with ENV on expediting certain P6 Pre-approvals after Stage 13 Amendments came into effect.
- Presented PA process to SDM group at ENV in May 2021.
- Continued engagement with ENV to support the PA process, acceptance for well supported professional judgment and clarification of expectations for completeness and accuracy of submissions.

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

PERFORMANCE ASSESSMENT CONDUCTED

13	PERFORMANCE ASSESSMENTS CONDUCTED
8	SUFFICIENT WITH CLARIFICATION
4	SUFFICIENT AT STAGE 1
0	IN PROGRESS
1	DEFICIENT

PERFORMANCE ASSESSMENT TIMELINES



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

DETAILED SCREENING SUB COMMITTEE (DSC)



BOB SYMINGTON, P.Geo., Chair

COMMITTEE:

HEATHER OSACHOFF, R.P.Bio.

COLLEEN DELANEY, P.Ag.

EVA GERENCHER, P.Ag.

DAVID NEWTON, P.Geo.

TARA SIEMENS KENNEDY,
P.Chem.

ANNA POPOVA, CSAP

OVERVIEW

The Stage 13 Amendments to the Contaminated Sites Regulation and replacement/removal of Procedural and Administrative Guidance have resulted in changes to Submission Screening which the DSC is working to address. The DS Worksheets were primarily based on Administrative Guidance 11 and Procedure 12 which have either been removed entirely or replaced in part by web pages. As a result, the DSC has been working to update the DS Worksheets which will be released this summer.

The DSC is currently preparing a webinar to update the membership on the DS Worksheets and Lessons Learned from the DS for presentation this fall. The patience of the membership during this transition period is appreciated as many have noted that the current DS Worksheets no longer reflect current regulatory requirements. We appreciate the feedback from the membership which has been helpful in the review and update of the DS Worksheets.

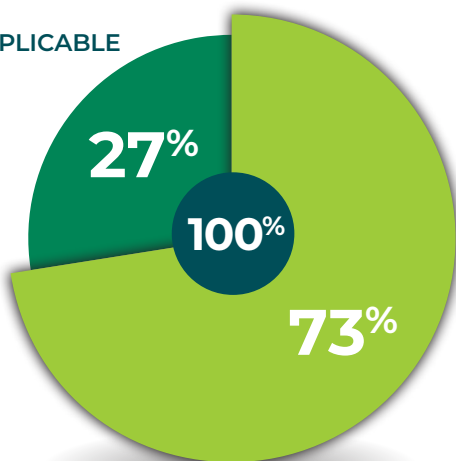
COMMITTEE PURPOSE

The DSC was established in 2014 to design and implement a Submission Screening Process to be undertaken by CSAP on behalf of ENV. The DSC meets to review Screening issues and ENV feedback to fine tune and update the Screening tools and to disseminate this information to the membership.

DRINKING WATER US APPLICABILITY

56 APPLICABLE

21 NOT APPLICABLE



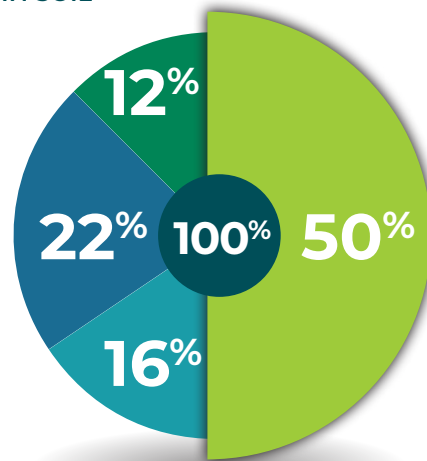
ENV DECISIONS INCLUDED IN CSAP SUBMISSIONS

4 BACKGROUND
CONCENTRATION IN SOIL

16 PRE-APPROVAL

5 BACKGROUND
CONCENTRATION
IN WATER

7 WATER USE
DETERMINATION



ENV DECISIONS (PRE-APPROVALS, APPROVALS, DETERMINATIONS)

51 APPLICATIONS
WITHOUT DECISION

32 DECISIONS INCLUDED IN
SUBMISSION

DETAILED SCREENING

- [CSAPSOCIETY.BC.CA/MEMBERS/GUIDELINES/SUBMISSION-SCREENING/](https://csapsociety.bc.ca/members/guidelines/submission-screening/)
- [CSAPSOCIETY.BC.CA/WP-CONTENT/UPLOADS/CSAP-ADMIN-AND-DETAILED-SCREENING-GUIDANCE-_JULY-2018-CURRENT.PDF](https://csapsociety.bc.ca/wp-content/uploads/csap-admin-and-detailed-screening-guidance-july-2018-current.pdf)



GOVERNANCE COMMITTEE



TRISH MILLER, R.P.Bio., Chair

COMMITTEE:

GREG SUTHERLAND, R.P.Bio.
CINDY OTT, P.Ag., P.L.Geo.
PETER REID, P.Eng.
TONY GILLETT, P.Eng.

OVERVIEW & ACCOMPLISHMENTS

WORK UNDERTAKEN THIS YEAR HAS INCLUDED:

- › Review, discuss and edit the Risk Analysis for the Society; make recommendations to the Board to address concerns
- › Review and edit proposed changes to the Membership Guidelines
- › Review and edit proposed changes to the Performance Assessment Rules
- › Review and edit proposed changes to the Discipline Committee Guidelines
- › Draft new recusal policy for virtual meetings and submit to the Board for approval
- › Election of Directors, review of process and eligibility criteria

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 the Society.

The Risk Analysis was introduced to the Governance Committee last year. The intent of the Risk Analysis is to consider risks to the Society, the probability, magnitude, and mitigation measures. Categories of risk included are financial, legal, operations, government, and reputation. The recommendations from the Professional Reliance Review, building on our collaborative relationship with ENV and additional stresses related to the current pandemic were added to the risk register. Current events help to highlight the need for a risk analysis, but the need was identified prior to the current pandemic as a matter of good governance. The risk analysis will be reviewed and updated regularly and recommendations, based on the discussions of the Governance Committee, will continue to be made to the Board Chair.

DISCIPLINE COMMITTEE



JASON WILKINS, P.Ag., Chair

COMMITTEE:

ALAN WALKER, P.Eng.
REIDAR ZAPF-GILJE, P.Eng.
GARY HAMILTON, P.Geo.
VIJAY KALLUR, P.Eng.

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.

OVERVIEW

Last year the Discipline Committee developed a new range of measures that would be commensurate with the significance of the deficient issue found in the performance assessment. The Discipline Committee Guidelines have since been edited to include the new measures.

In 2020/2021 disciplinary measures were assigned to one deficient submission this year. No complaints requiring disciplinary action were submitted to CSAP this year.

DISCIPLINE GUIDELINES

- › [HTTPS://CSAPSOCIETY.BC.CA/MEMBERS/DISCIPLINE/](https://csapsociety.bc.ca/members/discipline/)

MEETING ACTIVITY 2020 / 2021

DIRECTOR, INTERNAL & STANDING COMMITTEE MEETINGS

7	BOARD OF DIRECTORS MEETINGS
3	DISCIPLINE COMMITTEE MEETINGS
7	EXECUTIVE COMMITTEE MEETINGS
11	PERFORMANCE ASSESSMENT COMMITTEE
4	DETAILED SCREENING SUBCOMMITTEE
8	PROFESSIONAL DEVELOPMENT SUBCOMMITTEE
8	GOVERNANCE COMMITTEE MEETINGS
5	MEMBERSHIP COMMITTEE MEETINGS
5	ENV FACE TO FACE MEETINGS
5	TECHNICAL REVIEW COMMITTEE MEETINGS
1	ANNUAL GENERAL MEETING & PD WORKSHOP
3	PD WORKSHOP MEETING

EXAM PROCESS MEETINGS

2	LEAD EXAM MEETINGS
2	NUMERICAL EXAM WORKSHOP
2	NUMERICAL EXAM WRITING WORKSHOP
2	REGULATORY EXAM WORKSHOP
2	REGULATORY EXAM WRITING WORKSHOP
1	RISK EXAM WORKSHOP
2	RISK EXAM WRITING WORKSHOP

80

= TOTAL MEETINGS

SUBMISSION DETAILED SCREENING TIME



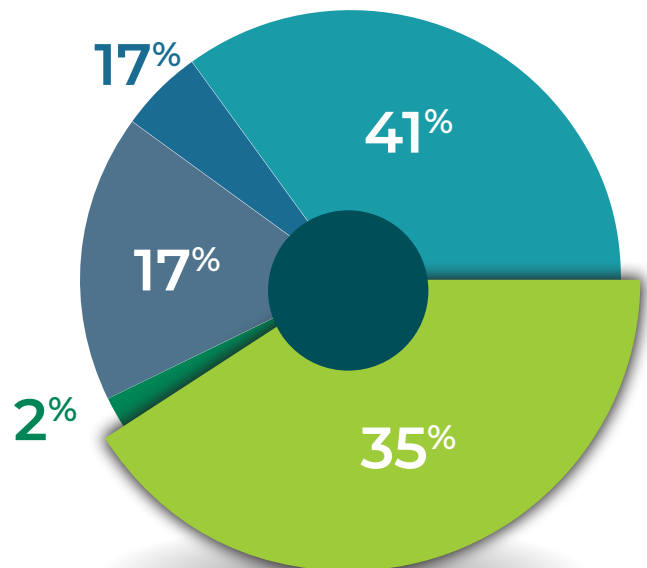
SUBMISSION PRELIMINARY SCREENING TIME



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

INSTRUMENT OVERVIEW 2020-2021

5	AiPs Num/DR
38	CoCNum/CoCSR
44	CoC Det Risk
2	CoCAiP Num/DR
19	Determination



Special Thanks to our Staff!



ANNA POPOVA
Administrative Screener



NELLY POMAREDA
Operations Manager



CSAP

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