



CSAP

Society of Contaminated
Sites Approved Professionals
of British Columbia

CSAP WEBINAR SERIES

WEBINAR 3: Site Profile System



SPEAKERS

Vince Hanemayer, P.Eng, Senior Land Remediation Office, Land Remediation, MOE

Vince is the MOE contact for local government issues for contaminated sites. Co-responsible for the administration of the Site Profile system and the issuance of Releases under the Site Profile system.

SPEAKERS

Patrick Johnstone, P. Geo, Environmental Coordinator, City of Richmond

Patrick advises on Environmental Management Act compliance for the City and provides technical and strategic support for Contaminated Sites, Spill Response, Pollution Prevention, Water Quality Protection and Environmental Assessments.

SPEAKERS

Paul Webb, Senior Geoscientist, Hemmera

Responsible for CSAP reviews, Assessment and Remedial Investigations, PSI and DSI report reviews, training and mentoring of staff.

MODERATOR

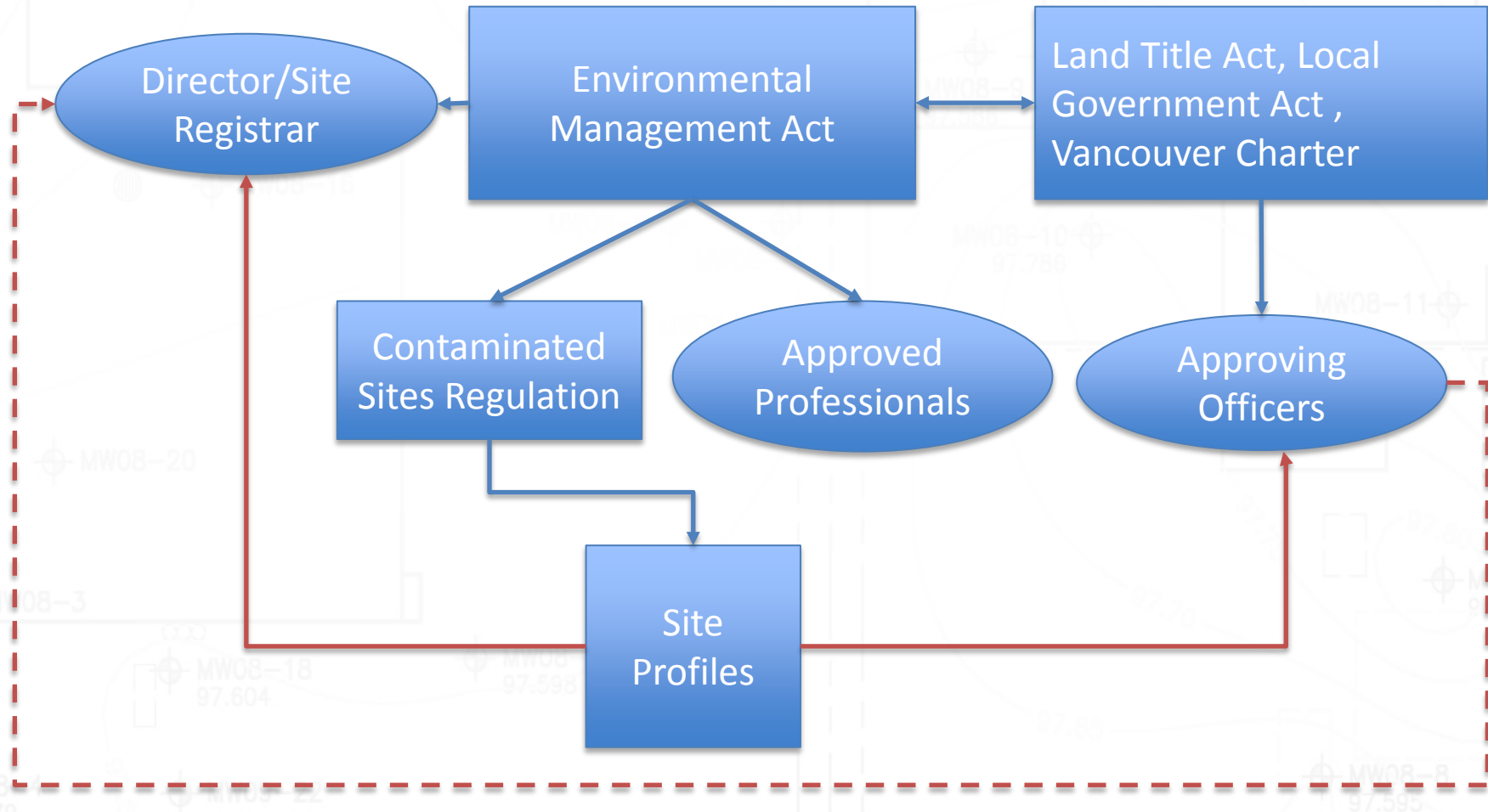
Bob Symington, P.Geo., Principal and AP at Gandalf Consulting Ltd.

On behalf of the CSAP Society, I have been coordinating the set up and delivery of the CSAP Webinar Series on behalf of the Professional Development Committee.

SESSION INFORMATION

- The Webinar consists of a Adobe Connect website portal which was supplied to you as a link and where the presentations can be viewed.
- Should you wish, your computer speakers can be used to hear the presentation.
- Should you not be able to hear the presentation please also dial in to the conference call line supplied to you (please note your line will be muted)
- Questions should be typed in and will be answered by the presenters

OVERVIEW



Definitions (EMA)

- **"director"** means a person employed by the government and designated in writing by the minister as a director of waste management or as an acting, deputy or assistant director of waste management (EMA);
- **"approved professional"** means a person who is named on a roster established under section 42 (2) *[approved professionals]* (EMA);
- **"CSR"** – Contaminated Sites Regulation

Definitions (LTA)

- **"approving officer"** means an approving officer as defined in the Land Title Act;
- **"approving officer"** means, as applicable,
 - (a) the municipal approving officer under section 77,
 - (b) the regional district approving officer under section 77.1,
 - (c) the islands trust approving officer under section 77.1,
 - (d) the Provincial approving officer under section 77.2,
 - (e) the Nisga'a approving officer under section 77.3, or
 - (f) the treaty first nation approving officer appointed under section 77.21;

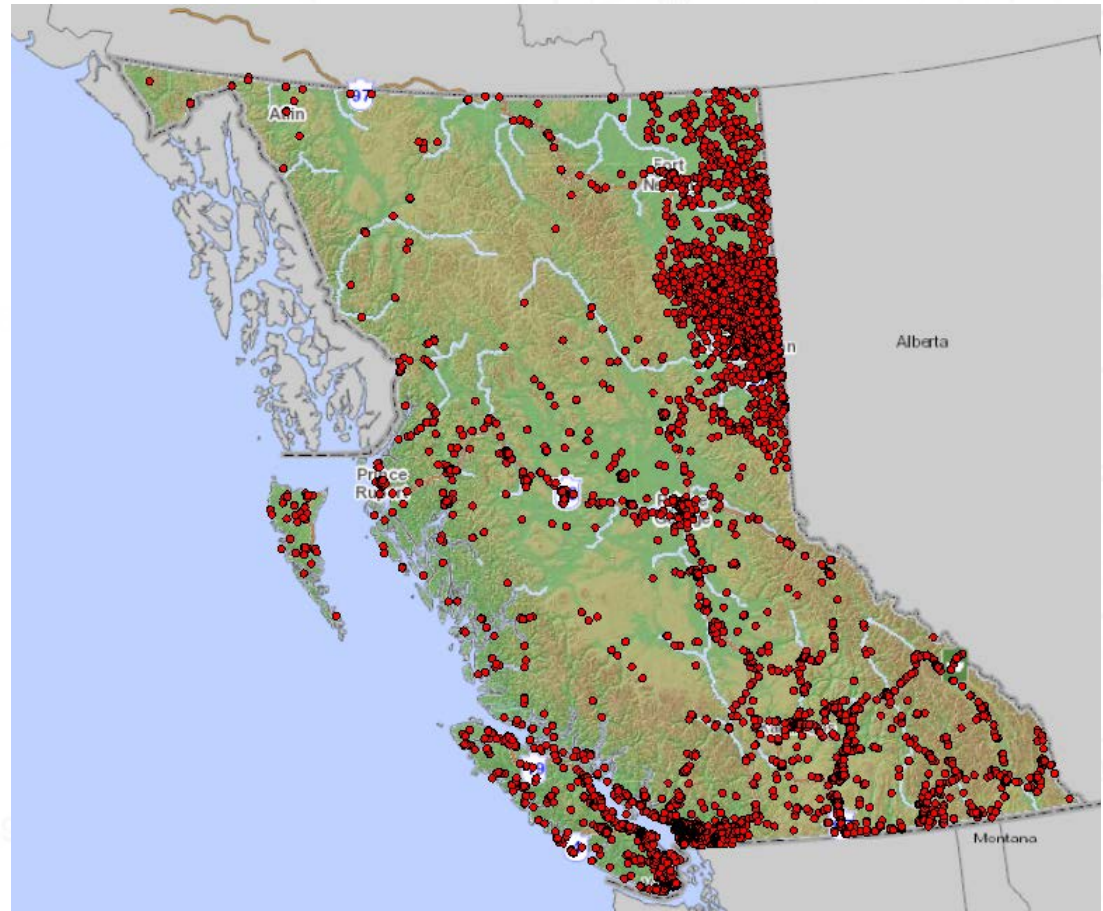


PRESENTER

Vince Hanemayer, P.Eng, Senior Land Remediation
Office, Land Remediation, MOE

Overview of the Site Profile System

How Do Sites Come to the Attention of the Ministry of Environment?



Local Government Notification

- **Independent Remediation**
- **Off-Site Migration**
- **Site Profiles**




Site Profile
Schedule 1 Contaminated Sites Regulation

This form may be sent to the Ministry of Environment by paper mail, fax, or courier. It may also be scanned and e-mailed with the applicable attachments (such as maps) to siteprofiles@gov.bc.ca.

Mail, Fax or Courier: Director of Waste Management
c/o Site Profile Administration
Ministry of Environment
#200 - 10470 - 152nd Street
Surrey BC V3R 0Y3
Fax: (604) 584-9751

For further information, please e-mail us at site@gov.bc.ca, or contact us by phone at (250) 387-4441.

Introduction
Under section 40 of the *Environmental Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile.



Notification of Independent Remediation

This notice may be sent to the Ministry of Environment by paper mail, fax or courier. It may also be scanned and e-mailed to Advisor.SiteInformation@gov.bc.ca.

Mail or Fax: Land Remediation Section
PO Box 9342 Stn Prov Govt
Victoria BC V8W 9M1
Fax: (250) 387-8897


Courier: Site Information Advisor
Environmental Management Branch
Ministry of Environment
2975 Jutland Rd
Victoria BC

For further information, please refer to the information under our [key topic website on independent remediation](#), e-mail us at site@gov.bc.ca, or contact us by phone at (250) 387-4441.

Section 54 (2) of the *Environmental Management Act* requires anyone undertaking independent remediation to notify the Director of Waste Management in writing promptly on initiating remediation and within 90 days of completing it. You must complete this form and send it to the ministry by one of the methods indicated above to inform us when independent remediation of your site begins and ends.

A site plan (may be obtained from some local government web sites) and a Land Title record must be included with your submission.

Independent remediation activities are subject to requirements of the *Environmental Management Act* and regulations including the Contaminated Sites Regulation and Hazardous Waste Regulation. Requirements may exist to obtain authorizations (e.g., for waste discharges, *in situ* treatment of contamination, soil relocation, etc.) in advance of initiation of remediation activities. Non-compliance with applicable requirements constitutes an offense and may be subject to penalties. Please contact the Land Remediation Section if there is any question about the need for an authorization.



**NOTIFICATION OF
LIKELY OR ACTUAL
OFFSITE MIGRATION**

Land Remediation Section
PO Box 9342 Stn Prov Govt
Victoria BC V8W 9M1
Telephone: (250) 387-4441
Fax: (250) 387-8897

Section 37 and 38.7 of the Contaminated Sites Regulation require a responsible person who carries out independent remediation or a investigation and who knows that one or more substances that migrated or is likely to have migrated to a neighbouring site and is causing contamination to notify the persons who own the neighbouring site in writing and submit a copy of the notification to the Director of Waste Management, within 15 days after the responsible person becomes aware of the migration or likely migration to neighbouring site.

Titled Parties

Owner Name

Address Street

City Province/State

Country Postal/Zip Code

Phone Fax

City/City Address or Location (if it differs from the above):

Property or fully affected (if applicable):

Owner Name

Address Street

City Province/State

Country Postal/Zip Code

Phone Fax

City/City Address or Location (if it differs from the above):

Property or fully affected (if applicable):

Owner Name

Address Street

City Province/State

Country Postal/Zip Code

Phone Fax

City/City Address or Location (if it differs from the above):

Property or fully affected (if applicable):

industrial or commercial purposes or activities to which site profile requirements

know or reasonably should know that the site has been used or is used for one of the

tion, you may be required to complete the attached site profile.

all questions in sections IV through IX, and sign section XI. If the site profile is

ental Management Act and the Contaminated Sites Regulation. Failure to

relevant applications and in the postponement of decisions respecting the

answers. Questions must be answered to the best of your knowledge.

requires that provision of personal information concerning an individual must be

half of the site owner must be authorized by the site owner.

one titled or untitled parcel, but individual parcels must be identified.

can Datum established in 1983) of the centre of the site must be provided.

datum references, which shows the boundaries of the site in question. Please use

bers (Parcel Identifiers - Land Title Registry system) must be provided for each

late PIN numbers (Parcel Identification Numbers - Crown Land registry system)

ited.

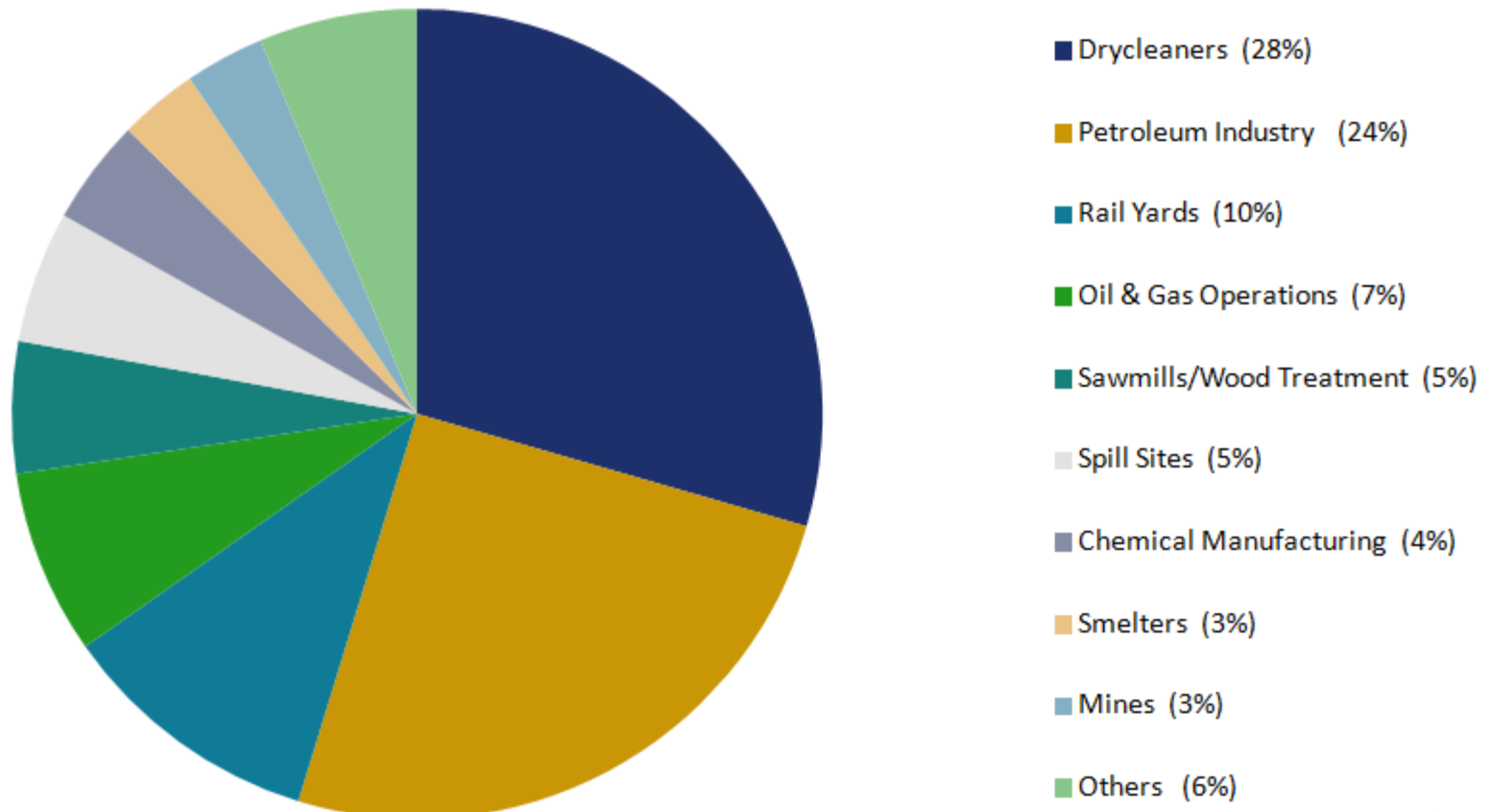
public record and may be made available to the public through the Site Registry

ersonal information contained in the site profile may be made available to the

lection of this information, contact the Site Registrar, at site@gov.bc.ca. For

Contaminated sites highlights

Types of high risk contamination





The Voice of **British Columbia**
Local Government

SCHEDULE 1 Site Profile

Version 4.0

Introduction

Under section 40 of the *Environmental Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile.

Schedule 2 of the *Contaminated Sites Regulation* sets out the types of industrial or commercial purposes or activities to which site profile requirements apply.

If section 40 of the Environmental Management Act applies to you and you know or reasonably should know that the site has been used or is used for one of the purposes or activities found in Schedule 2 of the Contaminated Sites Regulation, you may be required to complete the attached site profile.

Notes/Instructions:

Persons preparing a site profile must complete Section I, II and III, answer all questions in sections IV through IX, and sign section XI. If the site profile is not satisfactorily completed, it will not be processed under the *Environmental Management Act* and the *Contaminated Sites Regulation*. Failure to complete the site profile satisfactorily may result in delays in approval of relevant applications and in the postponement of decisions respecting the property.

The person completing this site profile is responsible for the accuracy of the answers. Questions must be answered to the best of your knowledge.

Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* requires that provision of personal information concerning an individual must be authorized by that individual. Persons completing the site profile on behalf of the site owner must be authorized by the site owner.

One (1) site profile may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified.

The latitude and longitude (accurate to 0.5 of a second using North American Datum established in 1983) of the centre of the site must be provided. Also, please attach an accurate map, containing latitude, longitude and datum references, which shows the boundaries of the site in question. Please use the largest scale map available.

If the property is legally surveyed, titled and registered, then all PID numbers (Parcel Identifiers – Land Title Registry system) must be provided for each parcel as well as the appropriate legal description.

If the property is untitled Crown land (no PID number), then the appropriate PIN numbers (Parcel Identification Numbers – Crown Land registry system) for each parcel with the appropriate land description should be supplied.

If available, the Crown Land File Number for the site should also be supplied.

Anything submitted in relation to this site profile will become part of the public record and may be made available to the public through the Site Registry as established under the *Environmental Management Act*.

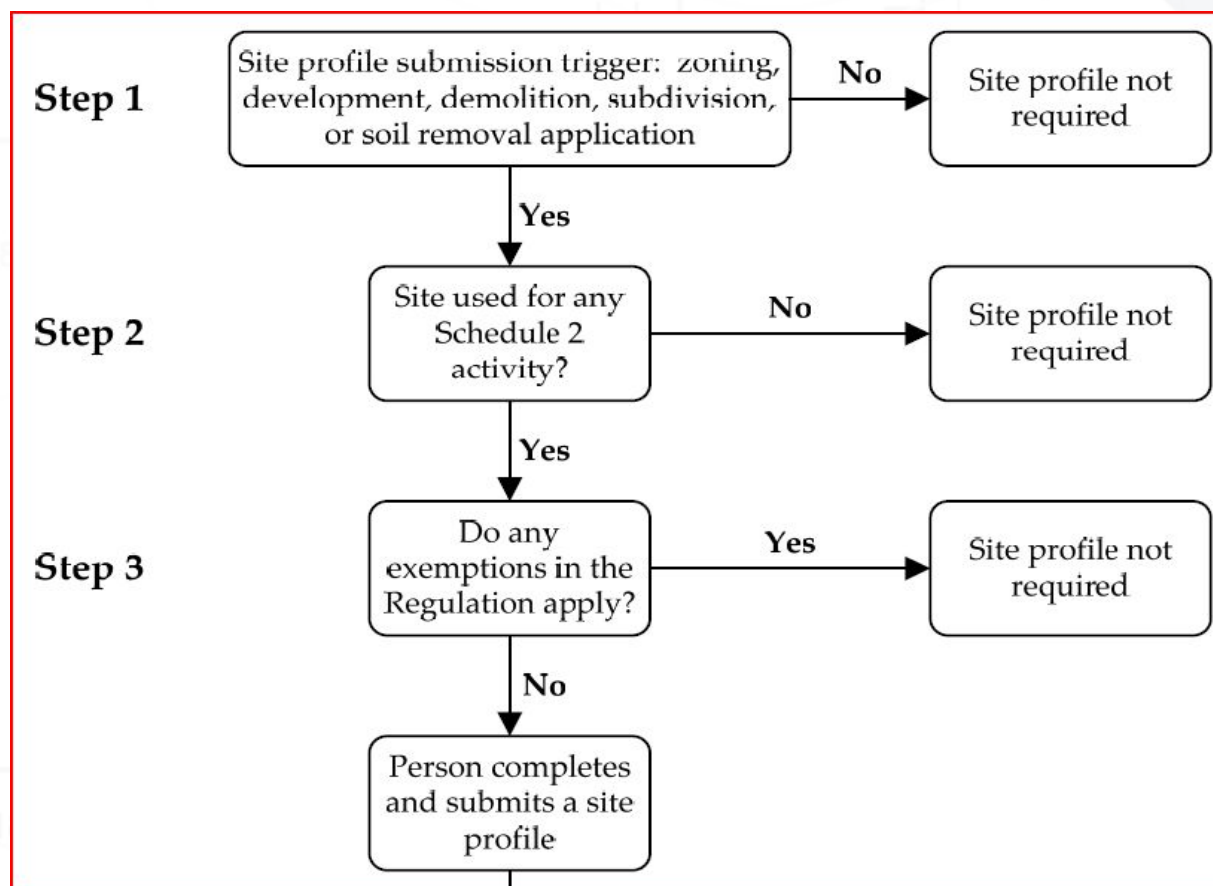
Under section 43 of the *Environmental Management Act*, corporate and personal information contained in the site profile may be made available to the public through the Site Registry. If you have questions concerning the collection of this information, contact the Site Registrar, at site@gov.bc.ca. For questions on site profiles, please send a message to siteprofiles@gov.bc.ca.

Schedule 1 of the Contaminated Sites Regulation (Version 4.0)

http://www.env.gov.bc.ca/epd/remediation/forms/pdf/electronic_forms_v2/csr_site_profile.pdf

http://www.env.gov.bc.ca/epd/remediation/forms/pdf/site_profile.pdf

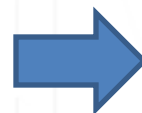
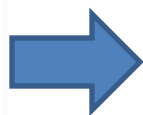
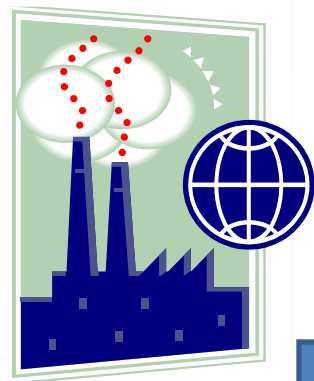
When is a Site Profile Required?



What Triggers Submission of a Site Profile?

- Property must have a CSR Schedule 2 activity
- For all CSR Schedule 2 properties
 - Decommissioning
 - Foreclosure
- In conjunction with local government permit applications
 - Some exemptions apply
 - Opted out communities
 - Ministry of Transportation may have jurisdiction over subdivision in rural areas

Classic Scenario – Site Redevelopment



PRESENTER

Paul Webb, Senior Geoscientist, Hemmera

Completing a Site Profile

MOE Site Profile Web Site

http://www.env.gov.bc.ca/epd/remediation/site_profiles/index.htm

The screenshot shows the British Columbia Ministry of Environment website. The browser address bar displays http://www.env.gov.bc.ca/epd/remediation/site_profiles/index.htm. The page features a search bar at the top with a "Go" button and links for "Advanced Search", "Help", and "Contact Us". Below the search bar, there are radio buttons for "All B.C. Government" and "Environmental Protection Division".

The left sidebar contains the following links:

- B.C. Home
- Environment
- Environmental Protection
- Land Remediation
- About Us
- Contaminated Sites 101
- Bulletins
- Updates
- Section Reports
- Presentations
- Comments Requests
- Related Links
- Contact Us
- RESOURCES
 - CS e-Link Mailing List
 - SP e-Link Mailing List
 - Acronyms/Definitions
 - Q&As
 - Fact Sheets
 - Forms
 - Protocols, Procedures and Policies
 - Guidance
 - Approvals
 - Remediation Profiles
 - Reports
 - Standards
 - Analytical Methods

The main content area is titled "Ministry of Environment" and "Land Remediation". It features a large photo of a contaminated site. Below the photo, there is a "Welcome" section with the following text:

The Land Remediation Section administers the provisions for the investigation and remediation of contaminated sites in British Columbia under the *Environmental Management Act* and *Contaminated Sites Regulation*.

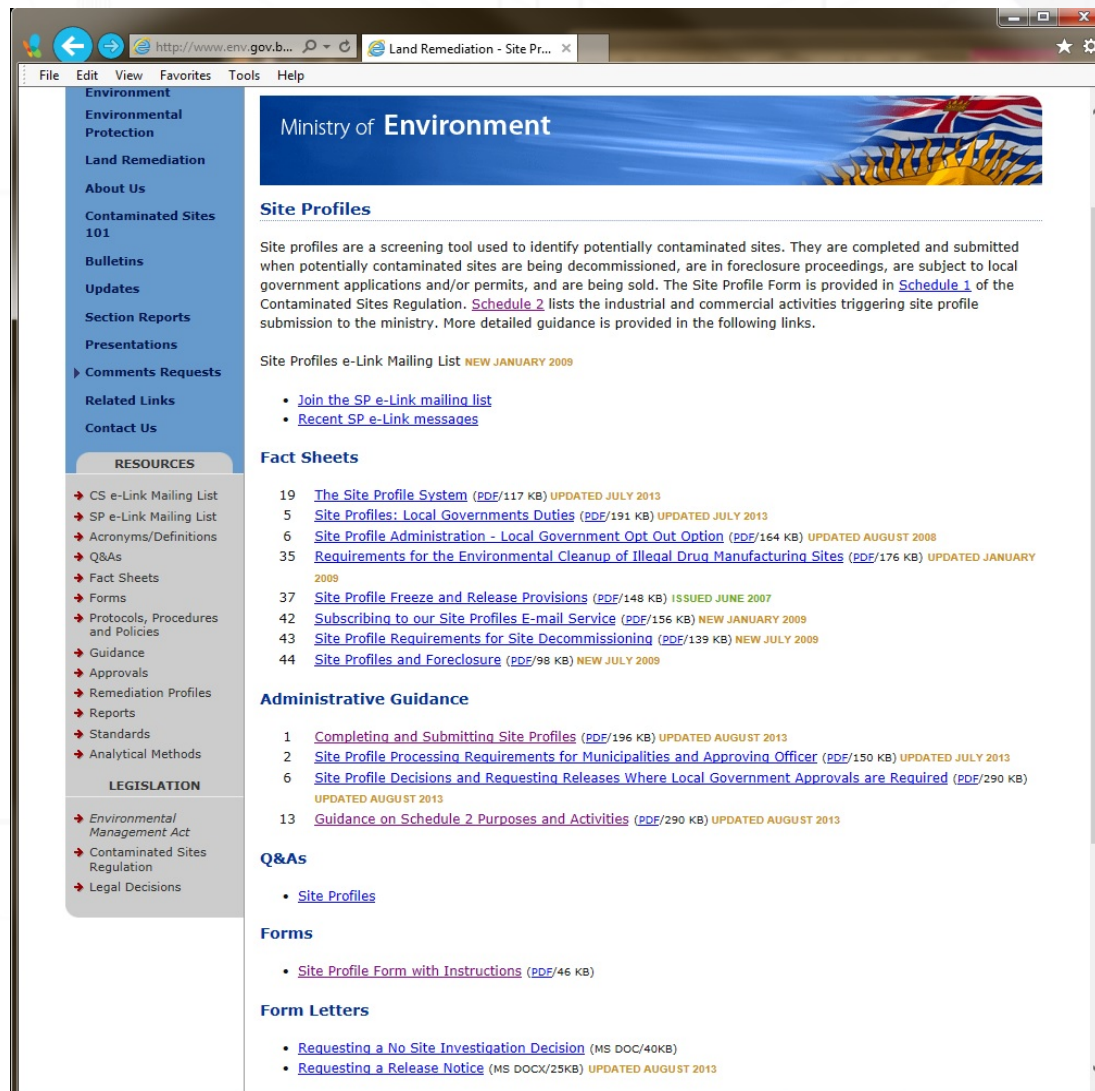
Our section focuses on the remediation of brownfields, orphan sites and complex, high risk contaminated sites, and facilitates

On the right side, there are two boxes:

- Our Mailing Lists**
 - Contaminated Sites:**
 - » Subscribe Now
 - » Recent Messages
 - Site Profiles:**
 - » Subscribe Now
 - » Recent Messages
- Key Topics**
 - » Information on Sites
 - » Residential Heating Oil Storage Tanks
 - » Our Services
 - » Site Risk Classification
 - » Legal & Regulatory Compliance
 - » Approved Professionals
 - » Independent Remediation
 - » Site Profiles
 - » Real Estate
 - » Brownfields
 - » Contaminant Migration
 - » Remediation Liability
 - » High Profile Sites
 - » Soil Relocation
 - » Hazardous Waste
 - » Discharge Authorizations

Site Profile Web Site

Web page contains Site Profile information



The screenshot shows a web browser window displaying the 'Ministry of Environment' website. The page is titled 'Site Profiles' and contains the following sections:

- Site Profiles**: A paragraph explaining that site profiles are a screening tool used to identify potentially contaminated sites. It mentions that they are completed and submitted when sites are being decommissioned, in foreclosure proceedings, or being sold. It refers to [Schedule 1](#) of the Contaminated Sites Regulation and [Schedule 2](#) for industrial and commercial activities. It also provides links for more detailed guidance.
- Site Profiles e-Link Mailing List**: A link to [Join the SP e-Link mailing list](#) and a link to [Recent SP e-Link messages](#).
- Fact Sheets**: A list of 19 fact sheets, including:
 - [The Site Profile System](#) (PDF/117 KB) UPDATED JULY 2013
 - [Site Profiles: Local Governments Duties](#) (PDF/191 KB) UPDATED JULY 2013
 - [Site Profile Administration - Local Government Opt Out Option](#) (PDF/164 KB) UPDATED AUGUST 2008
 - [Requirements for the Environmental Cleanup of Illegal Drug Manufacturing Sites](#) (PDF/176 KB) UPDATED JANUARY 2009
 - [Site Profile Freeze and Release Provisions](#) (PDF/148 KB) ISSUED JUNE 2007
 - [Subscribing to our Site Profiles E-mail Service](#) (PDF/156 KB) NEW JANUARY 2009
 - [Site Profile Requirements for Site Decommissioning](#) (PDF/139 KB) NEW JULY 2009
 - [Site Profiles and Foreclosure](#) (PDF/98 KB) NEW JULY 2009
- Administrative Guidance**: A list of 6 documents, including:
 - [Completing and Submitting Site Profiles](#) (PDF/196 KB) UPDATED AUGUST 2013
 - [Site Profile Processing Requirements for Municipalities and Approving Officer](#) (PDF/150 KB) UPDATED JULY 2013
 - [Site Profile Decisions and Requesting Releases Where Local Government Approvals are Required](#) (PDF/290 KB) UPDATED AUGUST 2013
 - [Guidance on Schedule 2 Purposes and Activities](#) (PDF/290 KB) UPDATED AUGUST 2013
- Q&As**: A link to [Site Profiles](#).
- Forms**: A link to [Site Profile Form with Instructions](#) (PDF/46 KB).
- Form Letters**: A list of 2 documents, including:
 - [Requesting a No Site Investigation Decision](#) (MS DOC/40KB)
 - [Requesting a Release Notice](#) (MS DOCX/25KB) UPDATED AUGUST 2013

The left sidebar contains a navigation menu with the following items:

- Environment
- Environmental Protection
- Land Remediation
- About Us
- Contaminated Sites 101
- Bulletins
- Updates
- Section Reports
- Presentations
- Comments Requests
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- Guidance
- Approvals
- Remediation Profiles
- Reports
- Standards
- Analytical Methods
- LEGISLATION
- Environmental Management Act
- Contaminated Sites Regulation
- Legal Decisions

Completing and Submitting Site Profiles

Administrative Guidance on Contaminated Sites #1



Ministry of
Environment

ADMINISTRATIVE GUIDANCE ON CONTAMINATED SITES

Version 5.0 August 2013

1

Completing and Submitting Site Profiles

Step 1. Establish if a specific type of application is being made or activity is being proposed

Step 2. Determine if any of the activities listed in Schedule 2 are occurring or have historically occurred at the parcel

Step 3. Decide if any exemptions apply

Step 4. Complete the Site Profile form

Provisions for contaminated sites in the *Environmental Management Act* (the Act) and *Contaminated Sites Regulation* (the Regulation) create a system to screen for potentially contaminated sites using site profiles. This document provides answers to common questions about completing and submitting site profiles.

What are site profiles?

Site profiles are forms that require information about the past and present uses of a site, as well as basic land descriptions. The site profile form is provided in Schedule 1 of the Regulation. The ministry has also prepared a user friendly site profile form available on our Land Remediation Section web site under "Forms". Please use this version if you are submitting a site profile.

When do I need to complete a site profile?

There must be a legal trigger in the Act or Regulation for a site profile to be completed and submitted. Site profiles submitted to the ministry for other reasons are not legally considered site profiles, and are not subject to the usual site profile processing requirements. Figure 1 and the three-step procedure described below will help you decide when you would be required to submit a site profile for a parcel.

Step 1. Establish if a specific type of application is being made or activity is being proposed
If any of the following items specified in the Regulation are involved, you will have to complete a site profile (unless you are otherwise

1. You are applying for
 - subdivision,
 - zoning,
 - development or development variance,
 - soil removal, or
 - demolition.
2. You are decommissioning a site.
Please note that "decommission a site" means the removal, destruction or treatment of soil, process equipment or buildings, including the removal of storage tanks, in a manner designed to stop or reduce a significant portion of the operations at a site or to significantly change the use of the site.
3. You are taking over a property as a trustee, receiver or liquidator.
4. You are selling property that has, or has had, a Schedule 2 activity on it.

If you answer "yes" to any of the above, then you may have to complete a site profile.

Step 2. Determine if any of the activities listed in Schedule 2 have previously occurred at the parcel
If you determine that none of the activities listed in Schedule 2 of the Regulation has occurred, then you don't have to complete a site profile – unless you are ordered to do so by a Director of Waste Management, or a local government asks you to complete parts of a profile for their own records.

Schedule 2 can be found [here](#).



Guidance on Schedule 2 Purposes and Activities

- Further explanation of Schedule 2 Activities is provided in *Administrative Guidance #13*
- Link on *Site Profile* web page



Ministry of
Environment

13 **ADMINISTRATIVE GUIDANCE** **ON CONTAMINATED SITES**

Version 1.0 August 2013

Guidance on Schedule 2 Purposes and Activities

[Schedule 2](#) of the Contaminated Sites Regulation (the Regulation) provides a comprehensive list of commercial and industrial purposes or activities which have the potential to cause contamination. This Schedule is used to determine if a site profile form is required at certain trigger points such as site decommissioning, foreclosure, selling a property or application for certain local government approvals. The site profile form can be found [on our website](#).

How to read Schedule 2

Schedule 2 lists 94 different purposes or activities which the ministry has determined to have the potential to cause contamination at a property. These purposes or activities are separated into nine categories (A through I). When referencing a Schedule 2 activity on a site profile form, you must indicate both the category (column I) and the purpose or activity number within that category (column II). For example, a property with a service station would indicate F5 "petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks" in Section III on the site profile

personal use would not qualify as a Schedule 2 activity. Alternatively, if a commercial activity is occurring on residential or agricultural land, regardless of municipal zoning, the activity must be declared when completing a site profile.

The following sections provide answers to some of the most frequently asked questions regarding Schedule 2 uses.

Are any of the following considered Schedule 2 activities?

Mobile facilities

No. A facility must be stationary, semi-permanent or permanent to be considered a Schedule 2 activity on a site. For example, a fuel tank mounted on a truck or trailer and moved regularly is not considered a Schedule 2 activity.

Heating oil fuel storage

No. Fuel stored for the purpose of heating on either a residential or a non-Schedule 2 commercial or industrial property (for example, a bakery) is not considered a Schedule 2 activity.

Emergency generators and associated fuel tank



Fact Sheet #5 – Local Government / Approving Officer Duties

- Link on *Site Profile* web page



Ministry of
Environment

5

FACTS

ON CONTAMINATED SITES

Version 4.0 July 2013

Site Profiles: Local Government and Approving Officer Duties

The provincial Contaminated Sites Regulation (the Regulation) under the *Environmental Management Act* contains a site profile form. The form, which requires a basic land description and information on the past and present uses of the site, is an initial screening tool for identifying sites that might be contaminated.

Who is required to submit a site profile?

Developers, owners, and vendors of property, as well as local governments (as land owners), may have to submit site profiles.

How does the site profile process work?

The flowchart on page 2 outlines the site profile process. The number for each step below corresponds to the numbered steps in the chart. Local government and approving officer duties are shown in steps 4 through 6.

What triggers the need for a site profile?

1 Usually a subdivision, development or development variance, zoning, demolition, or soil removal application for a property triggers the submission of a site profile.

How do land uses relate to a site profile?

2 A site profile is required if a site has been used for industrial or commercial activities listed in Schedule 2 of the Regulation. If a site has been used exclusively for residential use, a profile is not required.

Are there any exemptions?

government applies to zone or rezone land and the local government does not have an ownership interest in the land. If any of the exemptions apply, a site profile is not required.

What are a local government and approving officer's main duties?

4 The official must assess if the form is completed properly. If it is not, they must notify the person who provided the site profile and request corrections.

5 When the site profile has been properly completed, the official will review if there are any "yes" answers to the questions in Section IV through IX.

What are the forwarding duties?

6 If there is one or more "yes" answer, the official must forward the site profile to a Director of Waste Management. If there are all "no" answers, the profile must be forwarded to the Site Registrar.

For a site profile that needs further review by the Director, local governments and approving officers must assess and forward the profile to the ministry within 15 days.

Do site profiles affect the approval of applications?

7 If a site profile is forwarded to a Director, the affected application must not be approved by the local government or approving officer until the Director makes a decision, usually within 15 days, if the parcel requires investigation. If a site investigation is required by the Director, the



Site Profile Form

Link to Site Profile Form on MOE Site Profile web page

Fill in:

- Site Owner
 - Person who completed the form
 - Contact Person
-
- Attach a map showing location and boundaries of site
 - Find the Lat and Long with Google Earth or smartphone
 - Street Address

I CONTACT IDENTIFICATION	
A. Name of Site Owner:	
Last _____	First _____ Middle Initial(s) _____ (and/or, if applicable)
Company _____	
Owner's Civic Address _____	
City _____	Province/State _____
Country _____	Postal Code/ZIP _____
B. Person Completing Site Profile (Leave blank if same as above):	
Last _____	First _____ Middle Initial(s) _____ (and/or, if applicable)
Company _____	
C. Person to Contact Regarding the Site Profile:	
Last _____	First _____ Middle Initial(s) _____ (and/or, if applicable)
Company _____	
Mailing Address _____	
City _____	Province/State _____
Country _____	Postal Code/ZIP _____
Telephone (____) _____ - _____	Fax (____) _____ - _____
II SITE IDENTIFICATION	
Please attach a site location map	
All Property _____	
Coordinates (using the North American Datum 1983 convention) for the centre of the site:	
Latitude: _____	Degrees _____ Minutes _____ Seconds _____
Longitude: _____	Degrees _____ Minutes _____ Seconds _____
Please attach a map of appropriate scale showing the boundaries of the site.	
For Legally Titled, Registered Property	
Site Street Address (if applicable) _____	
City _____	Postal Code _____

Site Profile Form

List all legal properties that make up the site

Follow the example given when listing Schedule 2 activities associated with the site

Reference: Letter-Number from Schedule 2

Description: Wording from Schedule 2

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

<u>PID</u>	<u>Legal Description</u>

Total number of titled parcels represented by this site profile is: _____

For Untitled Crown Land

PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

<u>PIN</u>	<u>Land Description</u>

Total number of untitled crown land parcels represented by this site profile is: _____
(and, if available)

Crown land file numbers. *Attach an additional sheet if necessary.*

III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

<u>Schedule 2 Reference</u>	<u>Description</u>
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

Please print legibly. Attach an additional sheet if necessary.

<u>Schedule 2 Reference</u>	<u>Description</u>

Site Profile Form

All questions must have a Yes or No answer marked off

IV AREAS OF POTENTIAL CONCERN			
	Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		
B.	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		
C.	Discarded barrels, drums or tanks?		
D.	Contamination resulting from migration of substances from other properties?		
V FILL MATERIALS			
	Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):	YES	NO
A.	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		
B.	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		
C.	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		
VI WASTE DISPOSAL			
	Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials (please mark the appropriate column opposite the question):	YES	NO
A.	Materials such as household garbage, mixed municipal refuse, or demolition debris?		
B.	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		
C.	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		
D.	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		
E.	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings?		

Site Profile Form

Section X – room for additional information

Note: if consultant is completing on behalf of owner, need to provide info regarding type and degree of access to information used to complete the Site Profile – add pages if required

VII TANKS OR CONTAINERS USED OR STORED, OTHER THAN TANKS USED FOR RESIDENTIAL HEATING FUEL			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Underground fuel or chemical storage tanks other than storage tanks for compressed gases?		
B.	Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?		
VIII HAZARDOUS WASTES OR HAZARDOUS SUBSTANCES			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		
B.	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		
C.	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		
IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS			
	To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):	YES	NO
A.	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		
B.	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		
C.	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		
X ADDITIONAL COMMENTS AND EXPLANATIONS			
(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.			
(Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):			

Site Profile Form

Person completing signs and dates the form

XI SIGNATURES			
The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.			
Signature of person completing site profile _____		Date completed: (YY-MM-DD) _____	
XII OFFICIAL USE			
Local Government Authority			
Reason for submission <i>(Please check one or more of the following)</i>			Soil removal <input type="checkbox"/>
Subdivision application <input type="checkbox"/> Zoning application <input type="checkbox"/> Development permit <input type="checkbox"/> Variance permit <input type="checkbox"/> Demolition permit <input type="checkbox"/>			
Date received:	Local Government contact:	Date submitted to Site Registrar:	Date forwarded to Director of Waste Management:
	Name _____		
	Agency _____		
	Address _____		
	Telephone _____ Fax _____		
Director of Waste Management			
Reason for submission <i>(Please check one or more of the following)</i>			
Under Order <input type="checkbox"/> Site decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/>			
Date received:	Assessed by:	Investigation Required?	Decision date:
	Name _____		
	Region _____	YES NO	
	Telephone _____ Fax _____		
	If site profile entered, SITE ID # _____		
Site Registrar			
Date received:	Entered onto Site Registry by:	SITE ID #:	Entry date:

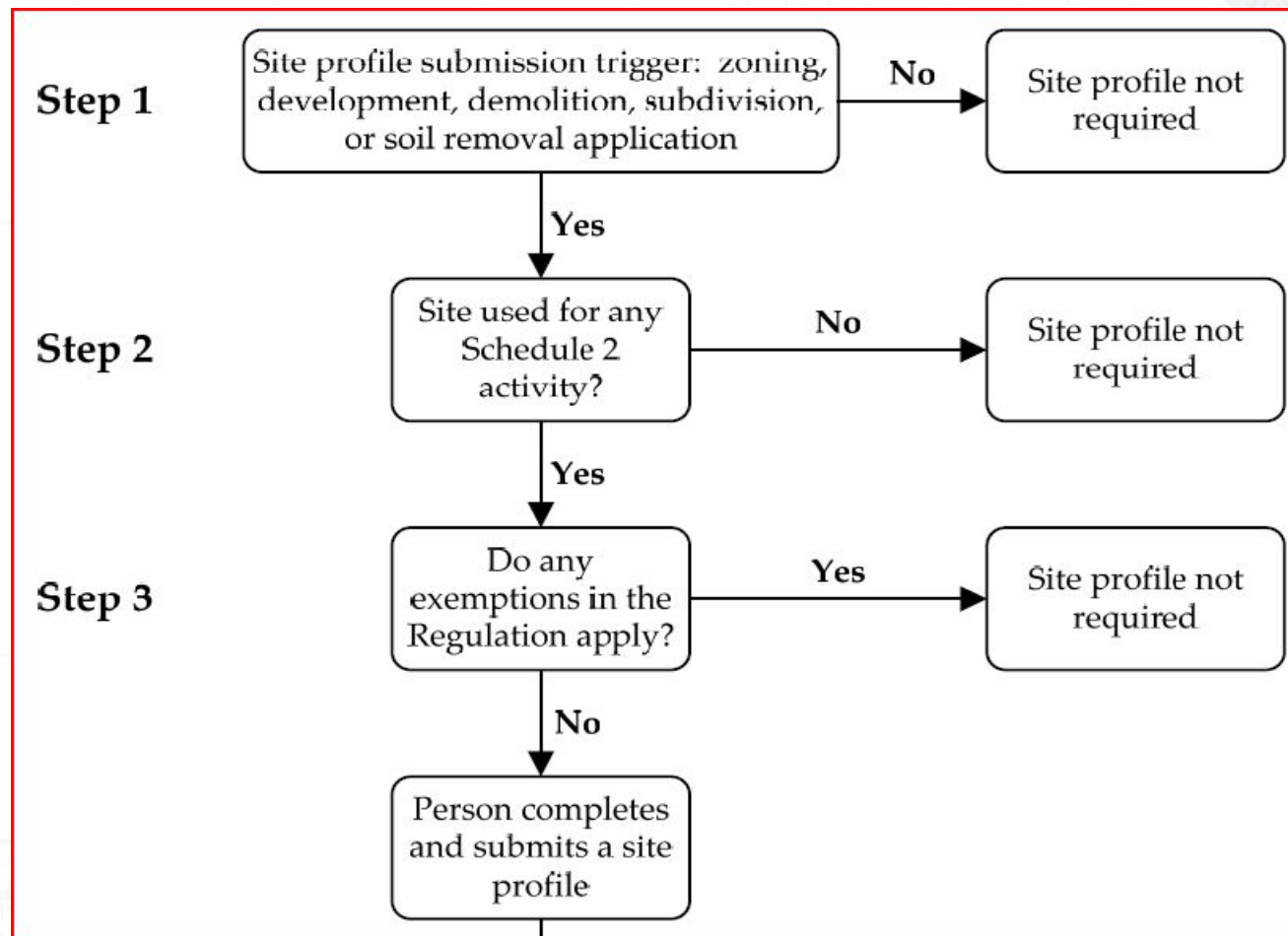
Submitting Site Profiles

- Where do I submit the completed form?
 - To the **local government** as part of the package for the permit or authorization request for the triggering activity (zoning, development, development variance permit, soil removal, or demolition permit)
 - To an **approving officer**, along with a subdivision application (see *Land Titles Act* for definition)
 - For decommissioning a site, to:
 - a **municipality**, along with a demolition permit if required, or
 - a **Director** 10 days prior to dismantling if there are any *yes* answers in Sections IV to IX; or
 - the **Site Registrar** 10 days prior to dismantling if there are all *no* answers.
 - To a **prospective purchaser**, from the vendor, 30 days before the transfer of ownership
 - To the **Director** from a trustee, receiver, or liquidator within 10 days of taking control of a Schedule 2 activity site.
 - To the **Director** who has ordered that a site profile be prepared.

Submitting Site Profiles

- What if the local government has **opted-out** of the site profile process?
 - Site profiles triggered by **decommissioning** or **foreclosure** must be **submitted to the Director** (siteprofiles@gov.bc.ca) .
 - In areas administered by the Ministry of Transportation, site profiles must be submitted with a **subdivision** application.
 - Local government may still be involved with subdivision applications.

When is a Site Profile Required?



PRESENTER

Patrick Johnstone, M.Sc., Environmental Coordinator,
City of Richmond

Local Governments and the CSR



3 ways your Municipality may encounter *Contaminated Sites Regulations*

1: Duties under the Act:
“Site Profile process”

2: As a property owner:
“Person(s) Responsible”

3: As a receiver of migrating contamination
“Third Party”



The Site Profile process:

- Primary screening process for contaminated land in British Columbia;
- Identifies lands that *may be* contaminated by typical industrial or commercial use;
- Operates at a time when the evidence of contamination is likely to be lost:

Demolition / Redevelopment / Soil removal.



The Site Profile process:

duties for local governments:

- Must not issue a Permit listed in Section 40 (EMA) without *screening* for a Site Profile requirement.

Rezoning
Subdivision
Development
Demolition
Soil Removal

The Site Profile process:

duties for local governments:

- Must not issue a Permit listed in Section 40 (EMA) without *screening for* a Site Profile requirement.



- If a Site Profile is required, must not issue a Section 40 permit without communication with the Ministry.

The Site Profile process:

duties for local governments:

- Must not issue a Permit listed in Section 40 (EMA) without *screening for* a Site Profile requirement.



- If a Site Profile is required, must not issue a Section 40 permit without communication with the Ministry.



- If the Ministry “freezes” the permit, must not issue it until “released” by the Ministry to do so.



The Site Profile process:

duties for local governments:

Good news:

That's it! Do these things, don't be wilfully negligent, and you are good!



The Site Profile process:

duties for local governments:

What the Local Gov't does *not* have to do:

- Verify the information on the Site Profile is correct;
- Provide any environmental expertise or oversight;
- Approve or manage any follow-up correspondence between Ministry & owner;
- Keep or report any records on Contaminated Sites.

(although they may want to do some of these things)



The Site Profile process:

duties for local governments:

What a City Hall needs to do these things:

- Staff who understand the process enough to explain to applicants;
- Internal process to “pause” Permit Approval until administration completed;
- Record-keeping system that attaches Site Profile and subsequent Ministry communications to the property file. (*optional?*)

The Site Profile process:



City of
Richmond

www.richmond.ca

Site Condition Declaration

Environmental Sustainability
6911 No. 3 Road, Richmond, BC V6Y 2C1

Contact: 604-247-4694 Fax: 604-###-####

The City of Richmond is required by the Provincial *Environmental Management Act* to collect the following information prior to issuing any permit for the **subdivision, rezoning, or development** of lands within the City, and prior to the issuing of a **demolition** permit or a **soil removal** permit on any property within the City.

To complete this section and to complete a Site Profile (if required), an applicant must be reasonably familiar with the site history, and applicant must sign and date the declaration below indicating that they have filled out the form to the best of their knowledge.

"Schedule 2" activities are generally industrial or commercial activities listed in *Schedule 2* of the *Contaminated Sites Regulation*, and updated regularly. Some of these activities may occur on non-commercial and non-industrial properties. It is the responsibility of the applicant making this declaration to read and understand "Schedule 2" prior to making the declaration. City staff may not complete the declaration for a property owner. A complete list of "Schedule 2" activities is included on the attached document.

The Site Profile must be completed in whole, as per the instructions on the form, only if there are "Schedule 2" activities known or suspected to have taken place on the property. There are some exceptions to this requirement listed in the *Contaminated Sites Regulations*. If any of these exceptions apply, the applicant must fill out this declaration and attach the appropriate supporting documentation.

The applicant must sign and date the Site Profile to declare the information therein is true and complete to the best of their knowledge. Site Profiles with blank spaces may be returned to the applicant, and may delay the permitting process.

Declaration

To the best of your knowledge, does any Property for which this Permit is being applied have any history of "Schedule 2" activities? (check one) ☐ Yes ☐ No

If "Yes" is checked above, please check *one* of the following:

- ☐ **Site Profile completed** and attached.
- ☐ **Site Profile requirement exempt**, supporting document(s) attached.
- ☐ **Site already registered**, site condition has not changed since date of Ministry correspondence; supporting document(s) attached.

Person completing this declaration:

Print name _____

Date: _____

Signature: _____



The Site Profile process:

Site Profile Process

Site Condition	Details	Applicant Actions	City Actions
No Current or Historic Schedule 2 Activity	Person completing Declaration is knowledgeable about site, has been provided a copy of Schedule 2, and understands the activities listed.	Applicant checks "No" Schedule 2 Activities on application, signs and dates declaration.	Declaration attached to permit in permanent record. Permit Issued
Current or Historic Schedule 2 Activity	Site Profile completed by person knowledgeable about site history. Sections IV through IX are all answered "NO".	Applicant checks "Yes" Schedule 2 Activities on application, completes Site Profile, and signs and dates declaration and Site Profile.	Site Profile forwarded to Registrar at MoE. Copy of Site Profile forwarded to Environmental Sustainability. Permit Issued
	Site Profile completed by person knowledgeable about site history. Sections IV through IX include one or more "YES".	Applicant checks "Yes" Schedule 2 Activities on application, completes Site Profile, and signs and dates declaration and Site Profile.	Site Profile forwarded to Director at MoE, applicant notified. Correspondence from Director received within 15 days. Copy of Site Profile and subsequent Ministry correspondence forwarded to Environmental Sustainability. Permit issued only after Environmental Sustainability receives and approves Ministry Correspondence.
Exemption Type 1: <u>Permit is Exempted</u>	Demolition Permit does not involve Site Decommissioning or disturbance or excavation of soils; OR Development or Development Variance Permit does not involve soil excavation.	Applicant checks " <u>Site Profile requirement exempt</u> " on application, signs and dates declaration.	Letter attached to permit as permanent record. Permit Issued
		Applicant provides signed letter confirming that site is not being decommissioned, and/or that soil will not be disturbed, as applicable.	E-mail sent to Engineering- Design & Construction Inspections staff to alert them of "no soil disturbance" restriction.
Exemption Type 2: <u>Property already registered</u>	Site Registry already contains Site Profile that accurately reflects current knowledge of site; OR Site is already under Site Investigation Order from Ministry; OR Site has an Approval in Principle or a Certificate of Compliance from the Ministry; OR Site has Determination from Ministry; OR Site is part of "Wide Area Remediation Plan"; OR Ministry confirms Site was cleaned up before April 1, 1997.	Applicant checks " <u>Site already registered</u> " on application, signs and dates declaration. Declaration indicates site condition has not changed since date of Ministry Correspondence. Applicant attaches a copy of the existing Site Profile, Investigation Order, Approval in Principle, Certificate of Compliance, Determination, Wide Area Remediation Plan or other appropriate Ministry Correspondence to application.	Copy of Ministry Correspondence forwarded to Environmental Sustainability, and copy attached to permit as permanent record. Permit issued only after Environmental Sustainability receives and approves Ministry Correspondence.

The Site Profile process:



Site Condition	Details
No Current or Historic Schedule 2 Activity	Person completing Declaration is knowledgeable about site, has been provided a copy of Schedule 2, and understands the activities listed.

Applicant Actions	City Actions
Applicant checks "No" Schedule 2 Activities on application, signs and dates declaration.	Declaration attached to permit in permanent record. Permit Issued

The Site Profile process:

Site Condition	Details
Current or Historic Schedule 2 Activity	<p>Site Profile completed by person knowledgeable about site history.</p> <p>Sections IV through IX are all answered "NO".</p>
	<p>Site Profile completed by person knowledgeable about site history.</p> <p>Sections IV through IX include one or more "YES".</p>

Applicant Actions	City Actions
Applicant checks "Yes" Schedule 2 Activities on application, completes Site Profile, and signs and dates declaration and Site Profile.	<p>Site Profile forwarded to Registrar at <u>MoE</u>.</p> <p>Copy of Site Profile forwarded to Environmental Sustainability.</p> <p>Permit Issued</p>
Applicant checks "Yes" Schedule 2 Activities on application, completes Site Profile, and signs and dates declaration and Site Profile.	<p>Site Profile forwarded to Director at <u>MoE</u>, applicant notified. Correspondence from Director received within 15 days.</p> <p>Copy of Site Profile and subsequent Ministry correspondence forwarded to Environmental Sustainability.</p> <p>Permit issued only after Environmental Sustainability receives and approves Ministry Correspondence.</p>

The Site Profile process:

Site Condition	Details
Exemption Type 1: <u>Permit is Exempted</u>	Demolition Permit does not involve Site Decommissioning or disturbance or excavation of soils; OR Development or Development Variance Permit does not involve soil excavation.

Applicant Actions	City Actions
Applicant checks " <u>Site Profile requirement exempt</u> " on application, signs and dates declaration.	Letter attached to permit as permanent record.
Applicant provides signed letter confirming that site is not being decommissioned, and/or that soil will not be disturbed, as applicable.	Permit Issued E-mail sent to Engineering- Design & Construction Inspections staff to alert them of "no soil disturbance" restriction.

The Site Profile process:

Site Condition	Details	Applicant Actions	City Actions
Exemption Type 2: <u>Property already registered</u>	<p>Site Registry already contains Site Profile that accurately reflects current knowledge of site;</p> <p>OR</p> <p>Site is already under Site Investigation Order from Ministry;</p> <p>OR</p> <p>Site has an Approval in Principle or a Certificate of Compliance from the Ministry;</p> <p>OR</p> <p>Site has Determination from Ministry;</p> <p>OR</p> <p>Site is part of "Wide Area Remediation Plan";</p> <p>OR</p> <p>Ministry confirms Site was cleaned up before</p>	<p>Applicant checks "<u>Site already registered</u>" on application, signs and dates declaration.</p> <p>Declaration indicates site condition has not changed since date of Ministry Correspondence.</p> <p>Applicant attaches a copy of the existing Site Profile, Investigation Order, <u>Approval in Principle</u>, Certificate of Compliance, Determination, Wide Area Remediation Plan or other appropriate Ministry Correspondence to application.</p>	<p>Copy of Ministry Correspondence forwarded to Environmental Sustainability, and copy attached to permit as permanent record.</p> <p>Permit issued only after Environmental Sustainability receives and approves Ministry Correspondence.</p>

The Site Profile process:

Checklist for Site Profile Submissions

Prior to Reviewing Site Profile

- Is Site Profile required? (check above for declaration, exemptions)

Section I

- Does Site Owner Information agree with City Records?
- Is person filling out Site Profile owner, or authorized agent for owner?
- Is contact information complete?

Section II

- Is plan map attached?
- Are coordinates provided?
- Does Legal description(s) fit address(es)?

Section III

- All "Schedule 2" activities must be listed, including letter-number reference from Schedule 2. Examples (E1 and F10) are provided.

Sections IV - IX

- All lines must be marked under either "Yes" or "No". No blank lines permitted.

Section X

- This is the only place to add any additional notes to the Ministry, and may be left blank.
For example: references to any other relevant Ministry correspondence, instruments or orders related to the property, or details about relationship between person completing Site Profile and Owner.

Section XI

- Is Signature that of the person listed in Section I as person completing the Site Profile?
- Site Profile should be dated on the date that the Site Profile is received by the City, as this is the day from which regulated waiting periods are counted.

Section XII – to be filled out by Local Government and my MoE

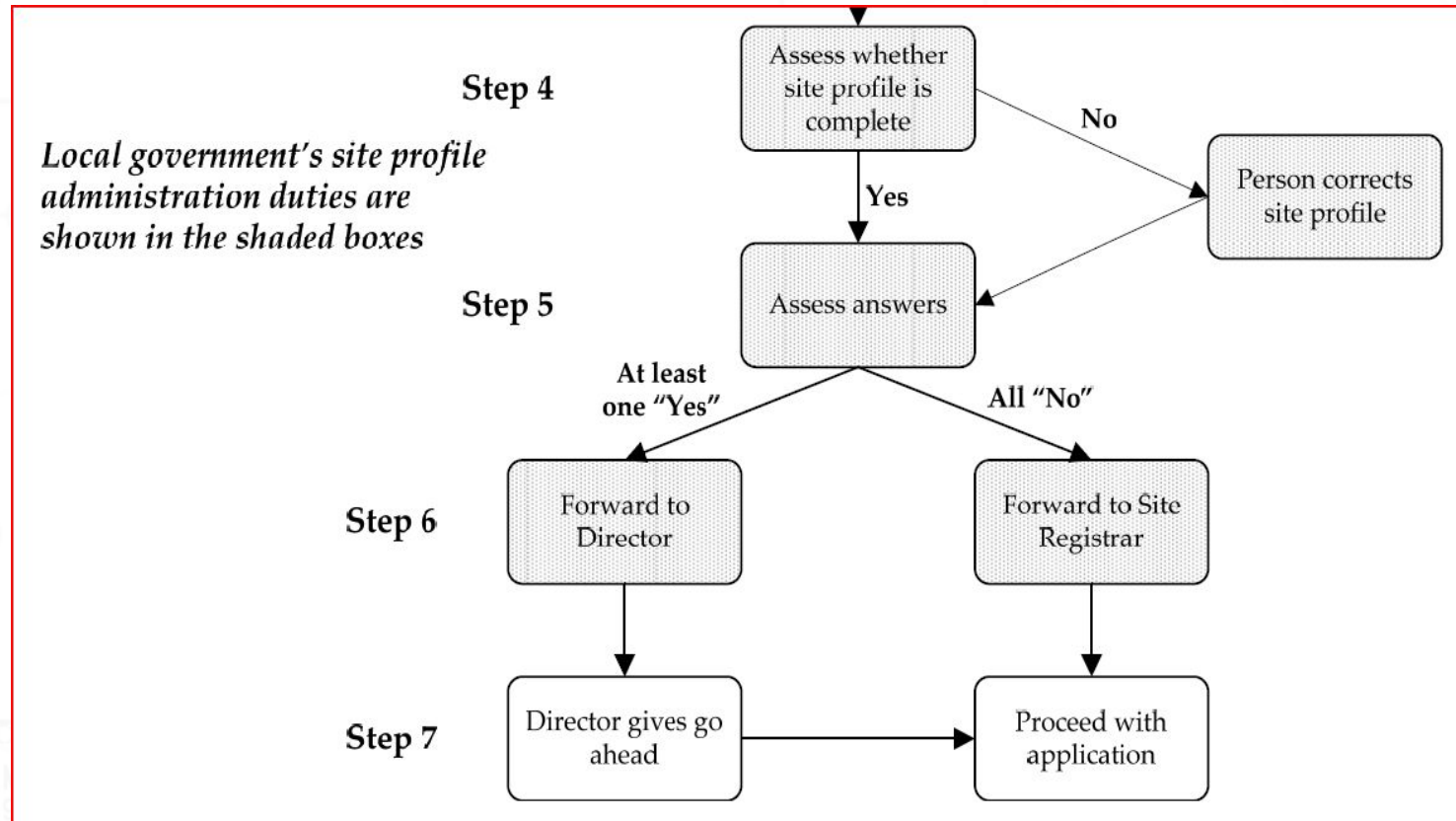
- Local Government authority section must be filled out prior to sending to appropriate authority (Director of Waste Management or Site Registrar). City has 15 days from the submission date to forward the Site Profile to the appropriate agency.

PRESENTER

**Vince Hanemayer, P.Eng, Senior Land Remediation
Office, Land Remediation, MOE**

Release of Permits

Forwarding a Site Profile to the Ministry





Victoria File: 26250-20/16121
SITE: 16121

18 December, 2013

VIA FAX ONLY: 250 389-1554 and 250 615-3963

TerraWest Environmental Inc.
200 2050 Robertson Road
Prince George, BC V2M 1X5
Attention: Matthew Isenor

Ministry of Transportation and Infrastructure
4825 Keith Avenue
Terrace, BC V8G 1K7
Attention: Rena Gibson

Dear Matthew Isenor and Rena Gibson:

Re: Site Profile Submission – Subdivision Application
3556 Old Lakelse Lake Drive, Thornhill
PID: 011-635-959

This letter is to acknowledge receipt of a satisfactorily completed site profile pertaining to the above-referenced site. In accordance with section 7(1) of the Contaminated Sites Regulation, the Director does require a preliminary site investigation for the site referenced above. Investigation of all environmental media must be conducted until the full extent of contamination is determined at the site and which has migrated from the site. Section 58 and 59 of the Contaminated Sites Regulation describe the requirements for the conduct of preliminary and detailed site investigation and the content of reports based on those investigations. Pursuant to the *Local Government Act* (section 946.2), or the *Land Title Act* (section 85.1) in the case of subdivision, this decision will suspend approval of the subject application or future applications for the site as identified in section 40 of the *Environmental Management Act* (Act), until:

- the proponent has applied for, and obtained one of the following instruments, as applicable: a determination that the site is not a contaminated site, a Voluntary Remediation Agreement, an Approval in Principle of a remediation plan or a Certificate of Compliance confirming the satisfactory remediation of the site. A copy of the legal instrument must be provided to the approving authority; or
- the approving authority has received notice from the ministry that it may approve a specific application because a) in the opinion of the Director, the site would not present a significant

Decision Made

Satisfying Requirements

Release Options

- Obtain an Approval in Principle for a remediation plan, a Determination the site is not contaminated, or Certificate of Compliance of remediation completion
- Or by meeting one of five release Scenarios
 - Administrative Guidance Document #6

<http://www.env.gov.bc.ca/epd/remediation/guidance/administrative/ag06-new.pdf>



CSAP

Society of Contaminated
Sites Approved Professionals
of British Columbia

Site Profile Decisions and Requesting Releases Where Local Government Approvals are Required

Upon receipt of a site profile, the Director of Waste Management (the Director) must decide if a site investigation is required at that site. Ministry staff, acting on behalf of the Director, makes this decision according to the document "[Procedures for Processing Site Profiles](#)." If the Director determines that a site investigation is required based on a site profile submission, this decision suspends (or "freezes") a local government's ability to approve certain applications, for example, for subdivision. This freeze will remain in effect until a release is obtained for the site.

Part 1 of this guidance document describes how a Director determines if a site investigation is required based on a site profile submission. Part 2 outlines the circumstances and process by which the freeze on the approval of a local government application may be released.

For additional information on site profiles, see [Fact Sheet 19, "The Site Profile System"](#) and [Fact Sheet 37, "Site Profile Freeze and Release Provisions."](#)

Part 1. Site profile decisions

The Contaminated Sites Regulation states that where any question in section IV to IX of a site profile is answered "yes", the site profile must be forwarded to the Director. Upon receipt of such a site profile, the Director would normally require a site investigation unless sufficient information is provided for the Director to determine that no site investigation is required.

Preliminary versus detailed site investigation

Where a site investigation is required, the Director would normally require a preliminary site investigation unless there is evidence indicating that contamination is present at the site. In that case, a detailed site investigation will be required.

No site investigation required decision

Sometimes a site investigation has already been completed at a site prior to submission of a site profile. The Director would normally issue a "no site investigation required decision" for a site if:

- A Voluntary Remediation Agreement has been entered into for the site and the Director has received a written opinion from an Approved Professional indicating that no additional contamination exists onsite or offsite outside of the Agreement; or
- The Director:
 - ⇒ has been provided with a preliminary site investigation report and, if contamination has been identified, a detailed site investigation report;
 - ⇒ has been provided with a written opinion from an Approved Professional indicating that he or she has reviewed the investigation information and confirming the parcel is not a high risk site; and
 - ⇒ is satisfied that there is no human health or environmental protection reason to require a site investigation.



Site Profile Freeze and Release

- **Ministry Release Request** required in some cases
 - **5 typical Scenarios**; some require a written opinion from an Approved Professional and a commitment from the proponent
 - **Form letter** link on *Site Profile* page
- Application freeze lifted after the release request is approved, Director gives notice to the approving authority and applicant.

30 May, 2014

VIA EMAIL and FAX ONLY: copperrivercontracting@hotmail.com and 250 615-3963

Copper River Contracting
4743 Copper River Rd.
Terrace, BC V8G 0A5
Attention: Lance Webber

Ministry of Transportation and Infrastructure
4825 Keith Avenue
Terrace, BC V8G 1K7
Attention: Rena Gibson

Dear Lance Webber and Rena Gibson:

Re: Release Request – Subdivision Application
3556 Old Lakelse Lake Drive, Thornhill
PID: 011-635-959

This letter is to acknowledge receipt of the proponent's request for release of the above-referenced subdivision application. According to our records, there is an outstanding requirement for a preliminary site investigation for the subject site as outlined in our site profile decision letter dated 18 December, 2013.

Based on the information provided by the applicant, the ministry is prepared to provide the necessary release so that the Ministry of Transportation and Infrastructure may proceed with approval of the subdivision applications. To that end, please accept this letter as notice pursuant to the the *Land Title Act* (section 85.1) that the Ministry of Transportation and Infrastructure may approve the subdivision application under this section because the Director does not require site investigation prior to approval of the subdivision. This decision is for the limited purpose of the subdivision.

Please note that the requirement for a site investigation is not extinguished by this release and this outstanding requirement will suspend the approval of future applications for the site identified in section 40 of the *Environmental Management Act* (the Act) until:

Release Provided

LOOKING AHEAD

- The future of the site profile process
- Developing discussion paper
- Further consultation
- Possible regulatory changes





QUESTIONS?

PRESENTERS CONTACT

- Vincent Hanemayer, MOE Vincent.Hanemayer@gov.bc.ca
- Patrick Johnstone, City of Richmond PJohnstone@richmond.ca
- Paul Webb, Hemmera pwebb@hemmera.com
- Bob Symington, Gandalf Symington@gandalfconsulting.bc.ca

LAND REMEDIATION CONTACT

- : <http://www.env.gov.bc.ca/epd/remediation/>
 - General information on contaminated sites site@gov.bc.ca
 - Information on sites and our Site Information Advisor
Advisor.SiteInformation@gov.bc.ca
 - Site profiles submissions and questions siteprofiles@gov.bc.ca



Thank you!