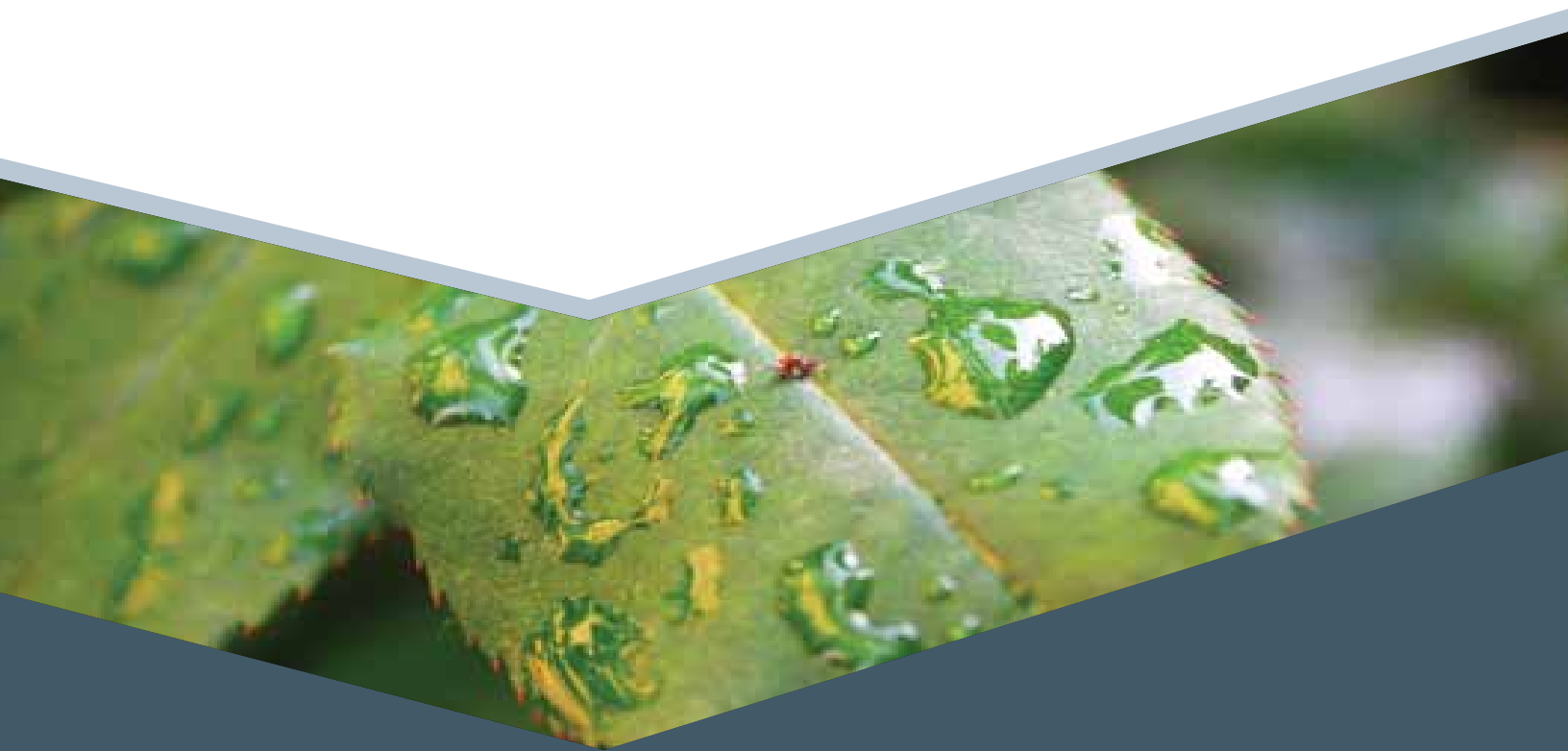


ANNUAL REPORT '13

SOCIETY OF CONTAMINATED SITES APPROVED PROFESSIONALS OF BC



CSAP

Society of Contaminated
Sites Approved Professionals
of British Columbia

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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MESSAGE FROM THE MINISTRY



The remediation of contaminated land and Brownfields in BC is integral to the service plan of the Ministry of Environment. In 2013 the Ministry issued 134 legal instruments based on the recommendations of members of the Contaminated Sites Approved Professional (CSAP) Society while a further 651 sites were identified as being cleaned up through independent remediation, largely under the oversight of CSAP members.

The investigation, remediation and redevelopment of contaminated sites and Brownfields across the province are central in reducing public health and the environment exposures to chemical substances. Such work is also instrumental in returning former commercial and industrial sites across the province to productive use and community revitalization.

The Ministry is proud of the ability and confidence it can place on the work of the Contaminated Sites Approved Professional (CSAP) Society and its members. CSAP and its working groups continue to provide valuable contributions, insight and assistance to the Ministry on the development of key policy and guidance initiatives.

My thanks to Cindy Ott, President; the CSAP Board of Directors; Catherine Schachtel, Executive Director and to staff at the CSAP Society for their dedication and significant contributions; and to members of the CSAP Committees for their work and accomplishments in 2013.

Mike Macfarlane

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

BOARD OF DIRECTORS

| | |
|---|--|
| Cindy Ott, M.Sc., P.Ag., Geol., P.Chem. President | Guy Patrick, M.Sc., P.Eng. Chair, Technical Review Committee |
| Greg Sutherland, Ph.D., R.P.Bio. Vice President, Chair Discipline Committee | Ross Wilson, M.Sc., R.P.Bio. Chair, Professional Development Committee |
| Colin Dunwoody, P.Eng. Secretary Treasurer, Chair Governance Committee | Carolyn Baron, P.Eng. Local Government Representative |
| Michael Geraghty, M.Sc., P.Geo. Chair, Performance Assessment Committee | Paul Cassidy, J.D. Environmental Representative |
| Robin Jones, M.A.Sc., M.B.A., P.Eng. Chair, Membership Committee | Kristi Thornhill, P.Eng. Industry Representative |
| Michael Rankin, M.Sc., R.P.Bio. Vice Chair, Membership Committee | Vincent Hanemayer, P.Eng. Ministry Representative |



Back row (left to right): Colin Dunwoody, Michael Geraghty, Robin Jones, Paul Cassidy, Ross Wilson, and Guy Patrick
Front row (left to right): Kristi Thornhill, Cindy Ott, Michael Rankin, and Vince Hanemayer
Absent: Greg Sutherland and Carrie Baron

MESSAGE FROM THE PRESIDENT

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



This year CSAP has shown its growth and maturity as a society. CSAP has been able to fulfill the goals and objectives set before it last year because we have a thriving and active membership along with a strong Board that supports new initiatives. For example, this year our governance committee has been active in putting forward several recommendations to strengthen the governance of CSAP. CSAP has been able to interact with MOE on different levels this year and I appreciate the relationship that CSAP has with MOE. It is a relationship that has also grown over time and will continue to evolve in the future.

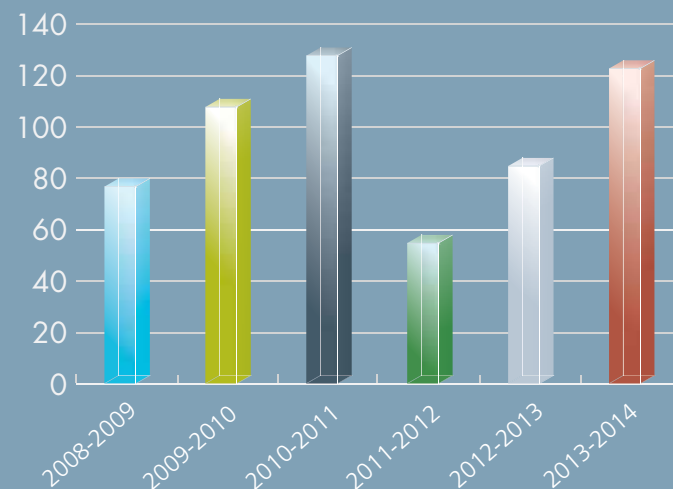
I would like to give a heartfelt thank you to all the AP volunteers who are keen, helpful and always up for the

task as well as full of great ideas. I am very grateful for Catherine Schachtel who, on many levels, keeps CSAP on track and pointed in the right direction with vision to the future. She has been very supportive of me and I value our ongoing relationship beyond CSAP. Thanks to Anna Popova, who is our star submissions screener, and Nelly Pomareda, our Operations Coordinator, who among all her many duties manages to make sense of our invoices.

It has been a privilege to serve CSAP on the Board, and the last two years as President. Thank you for your support and let us continue moving forward in strengthening and leveraging our unique expertise.

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

TOTAL SUBMISSIONS RECEIVED BY CSAP



MESSAGE FROM THE EXECUTIVE DIRECTOR

Catherine Schachtel, B.Ed.



As a society, CSAP continues to strive for excellence through new programs and the refining of our existing processes. The CSAP Board remains committed to maintaining a productive relationship with the Ministry of Environment and promoting best practices with members.

NOTABLE ACCOMPLISHMENTS

- The Membership committee implemented the Pod Communications system
- The Professional Development Committee initiated a series of webinars that proved popular with the membership
- The Technical Review Committee is undertaking a review of the CSAP practice guidelines which will be completed in 2014
- The 2013 research project focused on a mapping project "Spatial Mapping of Water Use" allowing APs to quickly review certificates on nearby sites
- The Discipline Committee is taking an active role in the Performance Assessment process when defining appropriate measures for deficient Performance Assessments

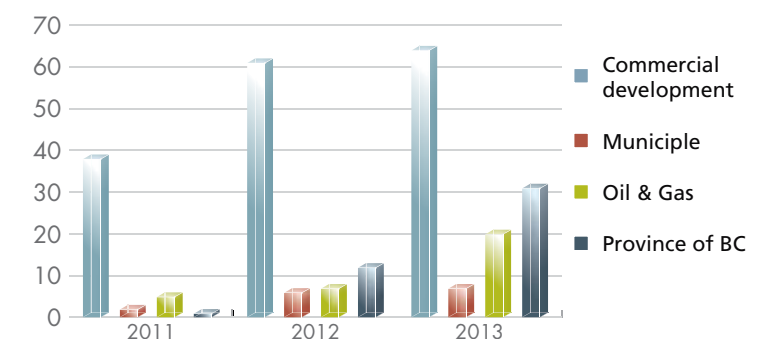
LOOKING FORWARD

CSAP continues to expand our relationships with Stakeholders so that we better understand their issues. The Submissions by Sector graph is a good "snap shot" of those using the Protocol 6 process and

helps to identify our major Stakeholders. Capitalizing on our expertise and potential as thought leaders by undertaking focused solution oriented research endeavours and providing relevant professional development materials on our website will assist in developing strong community relationships.

President Cindy Ott is stepping down from the Board, June 2014. Her tireless commitment, whether as a member of an exam development team, acting as an experience reviewer, PAC Committee Delegated member or more recently as President is truly exemplary. I appreciate her dynamic vision and look forward to her continuing participation.

SUBMISSIONS BY SECTOR



Catherine Schachtel, B.Ed.
Executive Director

MEMBERSHIP

| | | |
|--------------------|-------------------------------------|-------------------|
| Chair: | Robin Jones, M.A.Sc., MBA., P.Eng. | |
| Vice Chair: | Michael Rankin, M.Sc., RP.Bio. | |
| Members: | Laura Koch, P.Ag. Jay Rao, P.Ag. | Sam Reimer, P.Ag. |



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.

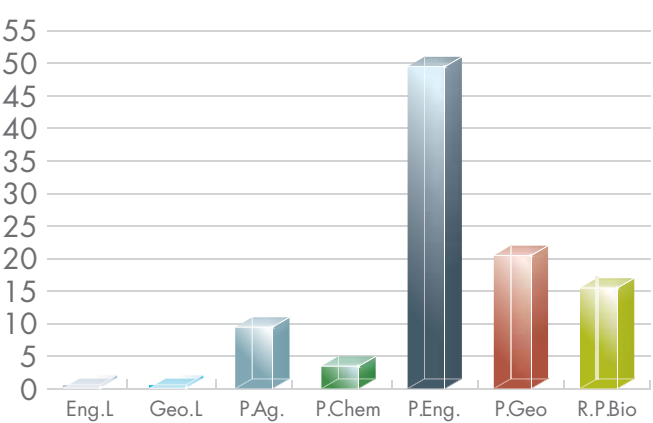
Our primary goals is to ensure that both existing members and new applicants meet and maintain the requirements for qualification or membership renewal and are treated fairly through the process.

In 2013/2014 our major accomplishment included, getting the Pod communication system up and running and a thank you to the daring APs that volunteered to act as Pod leads. We see the pod system as a vibrant opportunity to quickly gage the opinions of members on current and emerging issue and speak with a single voice. Also, it is time for a re-evaluation regarding our credentialing examinations to determine if we are still evaluating the necessary skill and knowledge required to be an effective Approved Professional. This is a project we will be working on in 2014-2015.

WELCOME TO NEW CSAP MEMBERS!

| |
|--|
| Jeremiah Gladu, B.Sc., P.Ag., SAS |
| Harm Gross, PhD, MBA, R.P.Bio., SAS |
| Gary Lin, PhD, M.Eng., P.Eng., SAS |
| Blair McDonald, M.Sc., R.P.Bio., RAS |
| Audrey Wagenaar, M.Sc., P.Chem., RAS |
| Diane Zorn, B.Eng., B.Sc., P.Eng., SAS |

MEMBERSHIP BY PARENT ORGANIZATION



MEMBER PARTICIPANTS 2013 / 2014

| | | | |
|------------------|------------------|----------------------|-------------------|
| Harbey Bains | Robin Jones | Cindy Ott | Bob Symington |
| John Balfour | Laura Koch | Guy Patrick | Chad Taylor |
| Marc Cameron | Ingo Lambrecht | Beth Power | John Taylor |
| Patty Carmichael | Lori Larsen | Michael Rankin | Michelle Uyeda |
| John DeCesare | Duncan Macdonald | Jay Rao | Alan Walker |
| Brant Dorman | Jim Malick | Peter Reid | Paul Webb |
| Colin Dunwoody | Trish Miller | Sam Reimer | Richard Wells |
| Ken Evans | David Mitchell | Tara Siemens Kennedy | John Wiens |
| Michael Geraghty | Ian Mitchell | James Smith | Ross Wilson |
| Eva Gerencher | Allan Morrison | Andrew Sorensen | Reidar Zapf-Gilje |
| Tony Gillette | David Newton | Scott Steer | |
| Craig Harris | Reg North | Greg Sutherland | |

MEMBER PARTICIPANTS 2013 / 2014

| | |
|-------------------------------------|---------|
| Number of AP's who volunteered | 46 |
| Average number of hours volunteered | 45 |
| Highest number of hours | 147 |
| Total number of hours volunteered | 2,049.5 |

MEMBERSHIP GUIDELINES

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



PROFESSIONAL DEVELOPMENT



| | | |
|----------|---|-----------------------|
| Chair: | Ross Wilson, M.Sc., R.P.Bio. | |
| Members: | Tony Gillett, P.Eng. Andrew Sorensen, P.Eng. | Bob Symington, P.Geo. |

COMMITTEE PURPOSE

Maintaining high professional standards in a fast moving field requires a commitment to continuous improvement 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 2013/2014 our Fall PD Workshop was held in Vancouver on November 20 2013. The key topics included hazardous waste concerns, performance verification plans and innovative solutions to remediation and risk management. In addition, the workshop included presentations by representatives of the BC Ministry of Environment, the City of Vancouver and a “hot topic” panel discussion. Throughout the year, the PD committee also arranged for a series of webinars that included:

- Protocol 13 Screening Level Risk Assessments
- TG4 and Trench Worker Attenuation Factors

The PD committee also developed a webinar on tracking CPD hours which was posted to the CSAP website. The PD committee also completed the annual review of the CPD hours submitted by APs.

Looking forward, we are pleased to welcome the full participation of the Ministry at our AGM PD Workshop on June 4, 2014. In the coming year, PD committee plans to complete additional webinars (approximately bimonthly except for the summer) and will be assisting in the development of the technical program for the Fall PD Workshop to be held in Vancouver on October 23, 2014.

HOW TO COMPLETE CPD HOURS & FILLABLE FORM

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

PD WEBINARS

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

| AGM JUNE 2013 | | |
|-----------------------|--------|-------------------------------|
| Attendees | Number | Percentage over total members |
| Members | 83 | 87% |
| FALL PD WORKSHOP 2013 | | |
| Attendees | Number | Percentage over total members |
| Members | 68 | 61% |
| Non members | 43 | 39% |
| Total | 111 | 100% |

TECHNICAL REVIEW



| | | |
|----------|---|---------------------------|
| Chair: | Guy Patrick, P.Eng. | |
| Members: | 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 2013/2014, the following external technical reviews were completed:

- Listing of investigated substances on legal instruments
- Procedure 8: Definitions and Acronyms for Contaminated Sites (revised draft)
- Procedure 12: Preparing and Issuing Contaminate Sites Legal Instruments
- Administrative Bulletin 1: Pre-Approvals not to delineate or remediate the entire area of contamination at a site
- Protocol 21: Water Use Determination
- Technical Bulletin 2: Assessment of Hydraulic Conductivity and Yield for Water Use Determinations
- Administrative Guidance 14: Performance

Verification Plans, Contingency Plans, and Operations and Maintenance Plans

In 2013, three scholarships were awarded to graduate students whose research is related to contaminated sites: Meara Crawford, Tao Eastham, Seyedmohammad Ghavami.

In 2013 CSAP received a proposal from Hemmera to fund a mapping project to develop and populate a searchable GIS tool. The proposal, titled “Spatial Mapping of Water Use” was reviewed by the Technical Review Committee and was subsequently funded. We eagerly await results and are hopeful that this will become a useful tool for our members. The project funded in 2012 titled Modelling Study of Iron and Manganese in Groundwater, by Golder Associates was finalized and is now available through the CSAP website. As part of our on-going work, we are identifying specific technical topics facing CSAP practitioners that may be worth moving forward with a modest amount of funding.

The Technical Review Sub Committee continued to review and update the CSAP Practice Guidelines, and the results of these efforts are anticipated in 2014.

PERFORMANCE ASSESSMENT



| | | | |
|-----------------|--------------------------------|-------------------------------------|--|
| Chair: | Michael Geraghty, M.Sc. P.Geo. | | |
| Members: | Bob Symington, P. Geo. | Eva Gerencher, M.Sc., P.Ag. | |
| | Colin Dunwoody, P.Eng. | Tara Seimens-Kennedy, P.Chem, P.Ag. | |

COMMITTEE PURPOSE

The Performance Assessment Committee (PAC) administers CSAP’s Performance Assessment (PA) program. The committee continually looks for ways to improve the process and as a result we have recently made the following changes.

- APs should respond to CSAP within one week of being notified of a PA. If there is no response, the PA coordinator will contact the office of the submitting AP.
- If the supporting documents listed in the key information requirement of the CSSAF are not clearly organized and presented in manner that can be followed in a reasonable time frame by PA panel members, the PA will be put on hold, and the submission returned to the submitting AP(s) for completion. A \$500 administration fee may be assessed at the discretion of the PAC.

- If key issues are identified during the initial stages of a Stage 1 review, the PA will be put on hold, and a DM report requesting clarification of the key issues may be sent. The PA will commence when the submitting AP has addressed these key issues.
- APs now have 2 months to respond to the Stage 1 PA findings; however, an extension may be requested.
- The CSAP Discipline committee is now involved in determining remedial measures.
- The AP has 7 days after receiving both the final findings and the remedial measures to appeal.

We would also like to remind APs the MOE have the right to request (and have recently done so) that CSAP perform a Non-Random Performance Assessment on a submission that was not selected randomly for a PA.

SUBMISSION SCREENING TIME

| Screened | <5 Days | 5-10 Days | >10 Days |
|----------|---------|-----------|----------|
| 126 | 99% | 1% | 0% |

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

PERFORMANCE ASSESSMENT TIMELINE

| Selected for PA | Completed < 1 Month | Completed > 2 months | In Progress |
|-----------------|---------------------|----------------------|-------------|
| 16 | 69% | 6% | 25% |

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

GOVERNANCE



| | | | |
|-----------------|-----------------------------------|--------------------|--|
| Chair: | Colin Dunwoody, P.Eng. | | |
| Members: | Jim Malik, Ph.D., R.P.Bio., P.Ag. | Paul Cassidy LL.B. | |

COMMITTEE PURPOSE

The Governance Committee is made up of myself, Paul Cassidy and Jim Malik as past president. I would like to thank Jim and Paul for their ongoing valuable contribution to the committee. This year, the committee has addressed governance issues around the following:

- pre-requisites for CSAP members making application to become board members-at-large
- The purpose of these requirements is to ensure that prospective board members have the experience with CSAP operations, AP procedures and with serving on boards in general to ensure they can function as a fully participating member of the board and chair of a committee. We feel the proposed requirements do not significantly restrict access to board positions by membership.
- representation on the board by parent organizations

Our Bylaws provides board seats for the three founding parent organizations; the Association of Professional Engineers and Geoscientists of British Columbia, the College of Applied Biology and the British Columbia

Institute of Agrologists. With the addition of the Chemical Profession of British Columbia as a parent organization we wanted to provide each parent organization with the opportunity for representation on the board without increase the size of the Board. As such we propose that the three parent organizations with the largest number of CSAP members will have the right to elect a board member. As always, any CSAP member who meets the necessary requirements can stand for election for one of the five member-at-large positions.

A special resolution concerning Board representation will be considered by the membership at the 2014 AGM.



DISCIPLINE

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

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



COMMITTEE PURPOSE

In 2013/2014 the Committee served as an Appeal Committee to hear an appeal to a Final Finding, and the associated Measures, from a submission found to be deficient during a Performance Assessment. Following this, the Committee updated the procedures associated with the CSAP appeal process. The Discipline Committee also prepared an updated list of potential

Measures to be considered in the event of future Deficient Final Findings from Performance Assessments. Starting in 2014, the Discipline Committee has taken on the responsibility of recommending Measures to the Delegated Member following Deficient Final Findings from Performance Assessments. To date, CSAP has not received any written complaints requiring disciplinary action.

SPECIAL THANKS TO OUR STAFF



Nelly Pomareda and Anna Popova

Nelly Pomareda
Operations Coordinator

Anna Popova
Administrative Assistant

INSTRUMENT OVERVIEW 2013-2014

