



2010 ANNUAL REPORT





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Welcome to the second Annual Report of the Contaminated Sites Approved Professional Society, covering the year of April 1, 2009, to March 31, 2010.

The ministry established the Roster of Approved Professionals to improve client service, to meet the ministry's Service Plan targets, and to focus ministry resources on high risk sites. The Contaminated Sites Approved Professional Society (CSAP) allows the ministry to meet its service plan goals of focusing its resources on high risk and high priority sites.

The Ministry and CSAP have worked over this period to further improved service application times and processing efficiencies of CSAP applications. For 2009/10 ninety-five percent of CSAP applications were approved by the Ministry in three weeks or less, enabling clients to proceed with development and other activities in a more timely fashion than before, while still complying with the regulatory requirements of the province. This work contributes to the environmental, economic and societal benefits resulting from the remediation

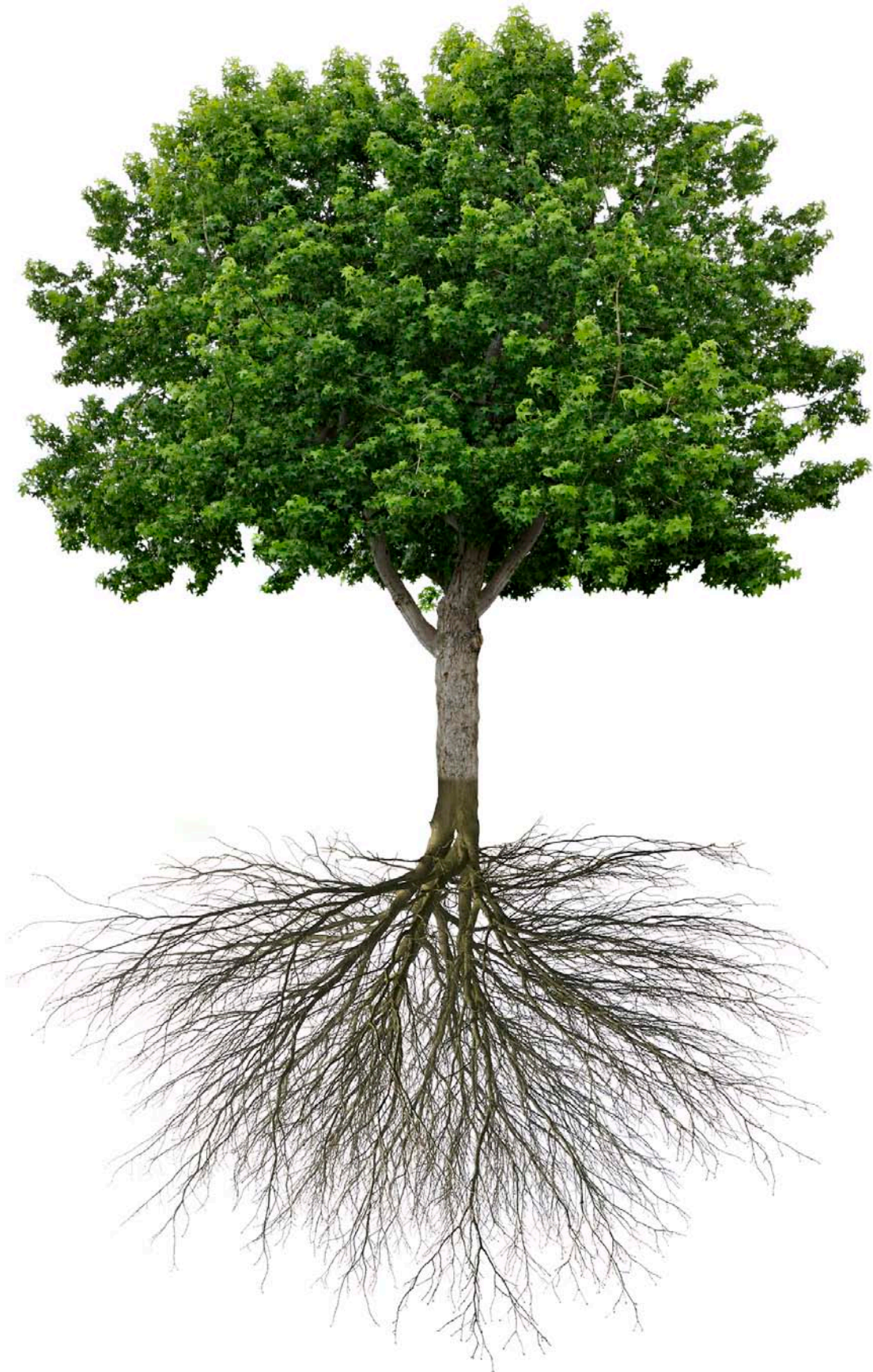
of sites and to the well being of British Columbia's environment for future generations.

I congratulate CSAP, their Board and their members for the dedication and hard work over the past year under the leadership of Catherine Schachtel, Executive Director and Jim Malick President.



MIKE MACFARLANE

Senior Manager, Land Remediation Section,
Environmental Protection Division,
Ministry of Environment



The Society

Contaminated Sites Approved

Professionals (CSAP) ensures best practices in Site investigation and remediation working under Protocol 6 of the British Columbia Environmental Management Act. With a commitment to the Ministry of Environment (MOE), industry and to the general public to provide sound advice on regulatory policy the society strives to represent the best interest of all stakeholders involved with contaminated sites. The Society undertakes the credentialing process that qualifies Professional Engineers, Geo Scientists, Biologists and Agrologists to be recommended for appointment to the Ministry of Environment, Roster of Approved Professionals. There are currently 2 streams of professionals in operation, Risk Assessment Specialists and Standards Assessment Specialists both of which are authorized to review and recommend that applications made to MOE for environmental certificates be approved. A quality control program which randomly selects submissions for a Performance Assessment ensures that appropriate professional standards for reviews are being met by members.

Our professional development program focuses on keeping members abreast of changing regulations and procedures.

The purposes of the society are:

- (a) to facilitate the review of contaminated site submissions on behalf of the British Columbia Ministry of Environment;
- (b) to regulate and govern the conduct of contaminated sites approved professionals by setting categories of and requirements for membership;
- (c) to assist the British Columbia Ministry of the Environment with the development of regulatory procedures and policies related to Approved Professional work;
- (d) to provide members and prospective members with education and training in Contaminated Sites Approved Professional procedures and practices;
- (e) to establish practical, professional and ethical standards for members and ensure that members meet those standards in performing Contaminated Sites Approved Professional work;
- (f) to uphold and protect the public interest by ensuring the integrity, objectivity and expertise of members;
- (g) to cooperate and consult with other professional and scientific bodies, stakeholders and local and provincial government; and
- (h) to inform the public of the contaminated site review process and the role of the society and its members in that process.



J.G. Malick, PH.D., P.AG., R.P.BIO.

April 1, 2009 saw the beginning of CSAPs first full year of operation in the face of uncertain economic conditions that prevailed during the year. Yet, CSAP received a notable 119 submissions, 20% more than forecast in our budgeting. A resultant 15 randomly selected Performance Assessments (PAs) were conducted by the Performance Assessment Committee, 93% were found to be "sufficient" and 86% required the submitting AP to provide additional information to the PA panel to complete the assessment.

The CSAP Submissions manager is undergoing an update and now includes a module through which members can log in their PD hours. Next on the list of modifications is the conversion of the Summary of Site Condition into an electronic form. With the Summary of Site Condition in electronic format there will be a single data collection system that will populate the Summary of Site Condition, the CSS Application, the instrument template and the cover letter.

Communication is always important for a professional society so CSAP is pleased

that we now have web conferencing capabilities that make communicating with members, stakeholders and the Ministry more efficient. Members outside the GVRD will be able to participate in many of the CSAP PD activities without travel by using this capability. We also sent out our first Feedback Surveys to members and Stakeholders; the results will be used to benchmark the society's progress going forward.

Having accomplished most of our operational goals for 2009 -10, we realize that there is always more to be done. In addition to our operational goals we completed 4 Technical document reviews for the ministry, developed a Soil Vapour Guidance document for the membership and revised the Practice Guidelines. As a result of all of these additional activities, there is a growing awareness of the importance of our Technical Review Panels in realizing CSAP's Vision. Going forward, it is our intention is to carry out a comprehensive review of both the fee schedule by instrument and the PA Timeline. Since becoming operational we have been focused on ensuring that the society was functioning, as we go forward it is our intent to work with stakeholders and the ministry to shape and streamline services to the extent possible.

A handwritten signature in black ink that reads "J.G. Malick". The signature is fluid and cursive, with a horizontal line underneath it.

J.G. Malick, PH.D., P.AG., R.P.BIO.

President



Catherine Schachtel, B. Ed.

I would like to thank our dedicated Board and Committee members who are helping to position CSAP as a thriving professional society, embodying an energetic “can do” attitude. I would also like to thank the Ministry for their commitment to the “Qualified Professional” process (which CSAP embodies) through participation in the “Face to Face” bi-monthly meetings and the Practice Guidelines review.

The review of the CSAP Practice Guidelines was the most comprehensive project undertaken this year, the review included five meetings plus individual input for a total of 145 review hours. Going forward, the now forming, Technical Review Panel will be tasked with keeping the society documents up to date, identifying future trends and commenting on MOE draft technical documents as requested. The recently struck Governance Committee, whose job it is to fine tune the Board processes, will be analysing the Board composition to make recommendation for the future

that ensures the level of knowledge, experience and the breadth of diversity needed to fulfil the society's goals and objectives is represented on the Board. The Committee will also be conducting a “self assessment” process with sitting Board members.

The Performance Assessment Committee believe that there is an opportunity to reduce the PA Timeline, now sitting at about 2 months, by providing focused Professional Development activities aimed at helping APs understand and identify the areas where additional information would most likely be required and so can be provided in their submissions.

Our annual strategic planning session held in December 09 represented a milestone in the ongoing development of the Society after determining that most of the operational goals and objects that guided the previous years had been met and the Board was able to move towards establishing longer term strategic goals which will take several years to accomplish. I will be making a concerted effort to reach out to stakeholders to develop a more effective and productive process through which to communicate. I look forward to the year ahead.

A stylized, handwritten signature in black ink, consisting of a large loop followed by a series of connected, wavy lines.

Catherine Schachtel, B. Ed.
Executive Director



CSAP VISION, MISSION, VALUES

• CSAP VISION

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

• CSAP MISSION

The Society endeavours to serve:

Its members:

Through accreditation and ongoing professional development to enhance professional practice in contaminated site investigation and remediation

Through promoting cooperation and mentoring while adhering to our ethical standards

Government and the public:

By instilling confidence through developing and maintaining high professional standards

By facilitating, advising and making sound recommendations regarding site investigation and remediation, guidance and policy development

Industry:

By creating value through efficient and timely processes

By proactively identifying areas for change and improvement improving land and water quality for the beneficial use of all.

• CSAP VALUES

Respect • Wise Stewardship • Ethics • Learning • Innovation



MAJOR ACCOMPLISHMENTS

- By-monthly Face to Face meetings with MOE, up and running in April.
Regular scheduled meeting with the Ministry encourage ongoing discussion regarding procedural and technical issues.
- Members Indemnity final sign off with MOE, in May.
New expanded definition of “arms length” developed by MOE provides additional clarity.
- Conducted first annual CSAP Stakeholder and Members Surveys, in November. Results were generally favourable and will provide the benchmarks going forward.

“I have used the on-line submission manager for most of my submissions and find it to be quite intuitive. It keeps track of my submissions and automatically lets me know the status of each submission. I encourage all APs to give it a try.”

Colin Dunwoody, P.Eng.

BUSINESS ACTIVITIES

- Extended the Exam Development workshops: 2 days for Standards and Regulatory, 3 days for Risk.
- Professional Development Workshop , Oct 15th covered PA lessons learned, Soil Vapour issues and risk assessments.
- Set up a web conferencing system, so that members can participate from any location and documents can be reviewed and revised in real time.
- Technical document development undertaken:
Soil Vapour Guidance
Soil Vapour Checklist
- Technical Reviews undertaken:
CSAP Practice Guidelines (in progress),
Draft changes to Schedule B clauses
Draft Protocol for processing site profiles
Protocols; 11, 12 and 16
- Business presentations made :
MOE Stakeholder Session, Vancouver
MOE Stakeholder Session, Fort St John
Going for Gold Brownfield Conference, Vancouver
Environmental Management Association, Vancouver

CSAP BOARD & COMMITTEE STRUCTURE



CSPA Board of Directors: **Back row** (left to right): Phil de Leeuw, Bob Symington, John Balfour, Vince Hanemayer, Jim Malick, **Front row** (left to right): Alan Walker, Cindy Ott, Patricia Houlihan, John Lambert, Bill Donald, **Absent:** Dipak Dattani and Guy Patrick

The Board and Committee structure was designed to facilitate the effective flow of communication between the key operational areas of the organization. Since the organization is member driven careful attention was given to the allocation of responsibilities between the Committees and the Board to maintain objectivity.

The CSAP Board of Directors is comprised of representatives of the three parent organizations; Association of Professional Engineers and Geoscientists of BC, College of Applied Biologists, BC Institute of Agrologists, as well as industry groups, local governments, the Ministry of Environment, at large members and a lay representative.

CSAP BOARD MEMBERS

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

President

Bob Symington, P.Geo.

Chair, Performance Assessment Committee

Dipak Dattani

Representing Municipal Government

Alan Walker, P.Eng.

Vice President

Guy Patrick, P.Eng.

Chair, Discipline Committee

Phil de Leeuw

Representing Industry

John Balfour, P.Eng.

Secretary Treasurer

John Lambert, P.Geo.

Member at large

Patricia Houlihan, LLB

Lay Representative

Bill Donald, P.Eng.

Chair, Membership Committee

Cindy Ott, P.Ag.

Member at large

Vince Hanemayer, P.Eng.

Representing Ministry of Environment



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

Membership Committee Report



The Membership Committee establishes the criteria for admissions, renewals, reinstatements and complaints as well as supervises the CSAP Examination process and candidate experience reviews

Committee Chair

- Bill Donald, P.Eng.

Committee Members

- Reg North, P.Eng., P.Geo.
- Sam Reimer, P.Ag.
- Tony Gillett, P.Eng.

The committee was engaged in a number of activities during the 2009/2010 term, including:

- Qualified 6 new members to join CSAP this year; 4 Standards Specialists and 2 Risk Specialists.
- Revising the Experience Presentation template to streamline the assessment process for experience reviewers
- The Board accepted the committee recommendation that a one year extension be offered to members renewing in 2010 who are unable to meet the renewal requirements. The extension provides a full 3 years to all members in which to make a CSAP submission under Protocol 6, a requirement of membership renewal.
- Revisited the exam scoring process to provide increased transparency. Exam question flagged as possibly flawed by the exam consultants or through candidate feedback forms will be reviewed by a third party AP, who is not involved in the exam preparation, selected by the Membership Committee. Also, to increase transparency, following the sitting of each exam the feedback provided by the exam candidates will be tabulated and posted to the CSAP website. The exam consultants statistically analyze the exam results and identifies question that may be flawed. Flagged questions are cross referenced with the candidates' feedback table for comments. The flagged questions and any comments relating to the questions are reviewed by an AP independent of the exam development team. Questions that are deemed to be flawed are withdrawn from the examination and each candidate is awarded an additional point for each question removed.
- Reviewed the request by the Association of the Chemical Profession of British Columbia (ACPBC) to be recognized by CSAP as a parent organization. The recommendation made to accept the request will be put before the membership at the AGM in June.
- The committee was requested, and subsequently completed a review of new category for membership (an in training category). To effectively implement a member in training category, it was felt that mentors would be required and it was suggested that the Society members be consulted to determine how many would act as mentors before proceeding further.

Professional Development Subcommittee Report



Committee Chair

- Ken Evans , P.Eng., Chair

Committee Members

- Colin Dunwoody, P.Eng.
- Michael Geraghty, P.Geo.

The committee organized one workshop during the year. This workshop held on October 15, 2009 included the following topics:

- (a) a review of the lessons learned during the performance assessments carried out over the past year,
- (b) a review of the issues arising from the Soil Vapour Guidance (TG 4) and
- (c) a review of Protocol 13, Screening Level Risk Assessment application and the next steps. The workshop

was divided into three smaller breakout sessions which was generally considered to be effective by the members. Other feedback indicated that the most valuable session was considered to be the discussion of soil vapour guidance. Some members felt that the time allotted to each could have been longer to provide an opportunity for more in depth discussion.

In addition, several meetings of the committee were dedicated to reviewing the submissions from members regarding professional development hours. Where interpretation of the guidelines were found, clarification was obtained from the Board.

The Professional Development Committee will continue with presenting workshops of interest to all members. Current topics of interest include the approved practice guidelines, soil vapour, the new sodium standards and the draft Technical Guidance 6, Groundwater Use

Determination at Contaminated Sites. At this time, the Practice Guidelines are considered to be the most important documents to communicate to our members and include the following topics: Preliminary Site Investigations, Detailed Site Investigations, confirmation of remediation, soil vapour, risk assessments, soil relocation agreements and remedial plans. Your ideas for other topics would be welcome. The next Professional Development workshop is expected to be held in Oct 2010.

"My experience with the CSAP system has been a positive learning experience. I have been both challenged and supported in my professional opinions which has resulted in a better understanding of the BC MOE approach to contaminated sites."

Lori C. Larsen, P.Ag.

CSAP Exam Development Subcommittee Report

The 2009 exam development workshops were 2 full days for Regulatory and Standards exam stream, and 3 full days for Risk exam stream to provide sufficient time to review and develop exam questions. New regulatory guidance for vapour assessments were included in the exam curriculum and exam questions were developed for this new area. The exams were offered in a computer lab setting which in future will allow candidates to take their exams at remote sitting rather than travel to the lower mainland.



Discipline Committee Report



Committee Chair

- Guy Patrick, P.Eng.

Committee Members

- Jerry Naus, P.Eng.
- Patricia Houlihan, LLB.

The Discipline Committee deals with complaints brought forward by the Membership Committee, the Board, CSAP members or the public.

The bylaws of CSAP form the foundation of the Society giving it, among other items, the authority to receive complaints and conduct investigations, discipline hearings and appeals. The Discipline Committee is charged with implementing these functions. Over the past twelve months, no complaints have been received against any CSAP member. We have met face-to-face as a committee twice over the past year, with intervening conference calls, focusing our efforts on developing a robust discipline process for our members. We aim to build on the lessons learned and evolving processes currently in use and contemplated by our parent organizations and, in particular, by APEGBC.

Looking forward: The Discipline Committee is currently re-defining the discipline process as originally envisaged, and we anticipate that this will lead to recommended changes to relevant bylaws. Draft revisions are expected to be available for discussion over the next few months.

Performance Assessment Committee



Committee Chair

- Bob Symington, P.Ge.

Committee Members

- Alex Bath, P.Ge.
- Dave Newton, P.Ge.
- Kristi Thornhill, P.Eng.
- Reidar Zapf-Gilje, P.Eng.
- Cindy Ott, P.Ag.

The Performance Assessment Committee (PAC) is a standing committee of the CSAP Society and is responsible for;

- The preparation of guidance for both the submitting Approved Professional (AP) and the Performance Assessments (PA) Panel members who undertake the PAs on submissions made by APs under Protocol 6 of the Environmental Management Act of British Columbia,
- The appointment of Delegated Members (DMs) whose role it is to coordinate the PAs, provide guidance to the PA Panel members and who is the point of contact for the submitting AP,
- The appointment of the PA Panel members who conduct the PA on behalf of the PAC, and
- To undertake recommendations where the results of a PA conclude that the work undertaken was not sufficient to support the recommendation.

The PAC meets monthly or as otherwise required by PAC issues and is continually working to provide clear guidance to both the submitting AP and the PA Panel members and maintain the transparent administration of the performance assessment system. The PAC has undertaken workshops and training sessions to increase the knowledge base of the members of the CSAP Society to insure that regulatory and technical issues noted in the PA process are brought to the attention of the membership in a timely manner. The PAC recognizes that the PA system requires a unique system of checks and balances which are continually being revised and updated in the form of the Professional Assessment Guidance and Administrative Guidance.

In 2009/2010, the PAC accomplished the following;

- Presented a PAC Update as part of the CSAP MOE PD session conducted on Oct 15th of 2009
- Undertook a Webinar Presentation to APs appointed to the PA Panel on Jan 21st, 2010 consisting of a 2 hour introduction to updated Panel guidance and the PA process
- Made recommendations which were approved by the BOD to amend the process where a Resubmission of a Submission found deficient as a result of a PA is required, which reduces the costs to stakeholders and the timelines required to review the Resubmission documents.
- Appointed an additional delegated member to bring to 3 the number of its members to act as the delegated member for PAs,
- Re-issued the Request for Qualifications for Risk Panel members was sent to the members,
- Developed "Administrative Guidance" for PAC and Panel to provide continuity to the PA process,
- Revised and posted to the CSAP website an updated PA Guidance Document dated to reflect feedback from AP's and issues as identified by the PAC,
- Continued the refinement of the "Review Templates" for Panel Members to use when reviewing AP Submissions,
- Developed a PA feedback form for both the submitting AP and the Panel to monitor performance and collect valuable information on the process,
- Posted FAQs and lessons learned that act as a reference for both submitting APs and contaminated sites practitioners,
- Participated in the review and finalization of the Practice Guideline documents.

Looking forward:

In 2010/2011 the goals of the PAC are to;

- Continue the development and refinement of the PA Guidelines;
- Offer additional Webinars to update both the Panel members and APs of developing regulatory and technical issues; and
- Update the Lessons Learned documents in a timely manner on the CSAP Website

CORE OPERATIONS REVIEW



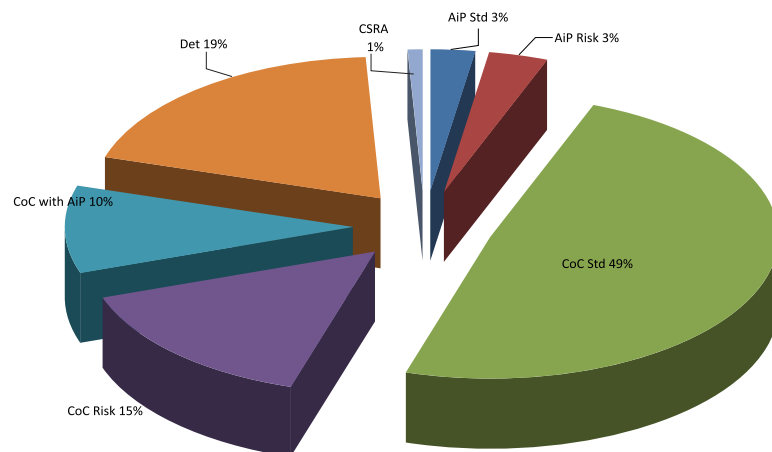
Operations Manager

• Kum Dhakshina, B.A.

The society derives its operating revenue by providing the following services; screening Contaminated Site Services application submissions that have been reviewed and recommended by members and by conducting random Performance Assessments (PAs) on those submissions to ensure that regulations under the Environmental Management Act of British Columbia are being met and that the quality of contaminated site work remains high and consistent. The society recognizes the need to provide services in a timely manner as obtaining Environmental

Certification is often the last step towards gaining an occupancy permit or other major milestone for a project.

Instrument Applications



Note: 119 Instrument applications were processed by CSAP during 2009-10.

"I use it and I like it! The Submissions Manager is a great tool It saves me time and is well supported. Like me, if you are prone to making niggly little mistakes when you fill in forms, the Submissions Manger is the way to go!"

Guy Patrick, P.Eng.

Submission Screening Time

Submissions Screened	<5 Days	5 - 10 days
119	70%	20%

Note: MoE time to release instruments not included

Delays in screening time can occur when the initial screening detects minor difficulties which must be addressed by the submitting AP before the submission can be considered complete and transferred to the ministry.

PAs are conducted at the ratio of 1:10 for Standards based and 1:5 for Risk based submissions.

The PA panel requires 10 business days to complete a Stage 1 report the submission can be declared sufficient at that time. Should the Stage 1 report request additional information from the submitting AP, he/she is responsible for providing that information to the Panel in a timely manner, upon receipt of the requested information the PA Panel has an additional 10 business days to provide a final finding.

Performance Assessment Timeline

Selected for PA	Completed < 1 month Days	Completed 1-2 months	Completed > 2 months	In Progress
15	40%	40%	20%	-

Note: MoE time to release instruments not included

"The PA process provides QA with a minimum of disruption to the overall Application. And I believe the use of random audits encourages quality in all Applications."

Gabriel Viehweger, P.Geo.

MEMBER PARTICIPATION

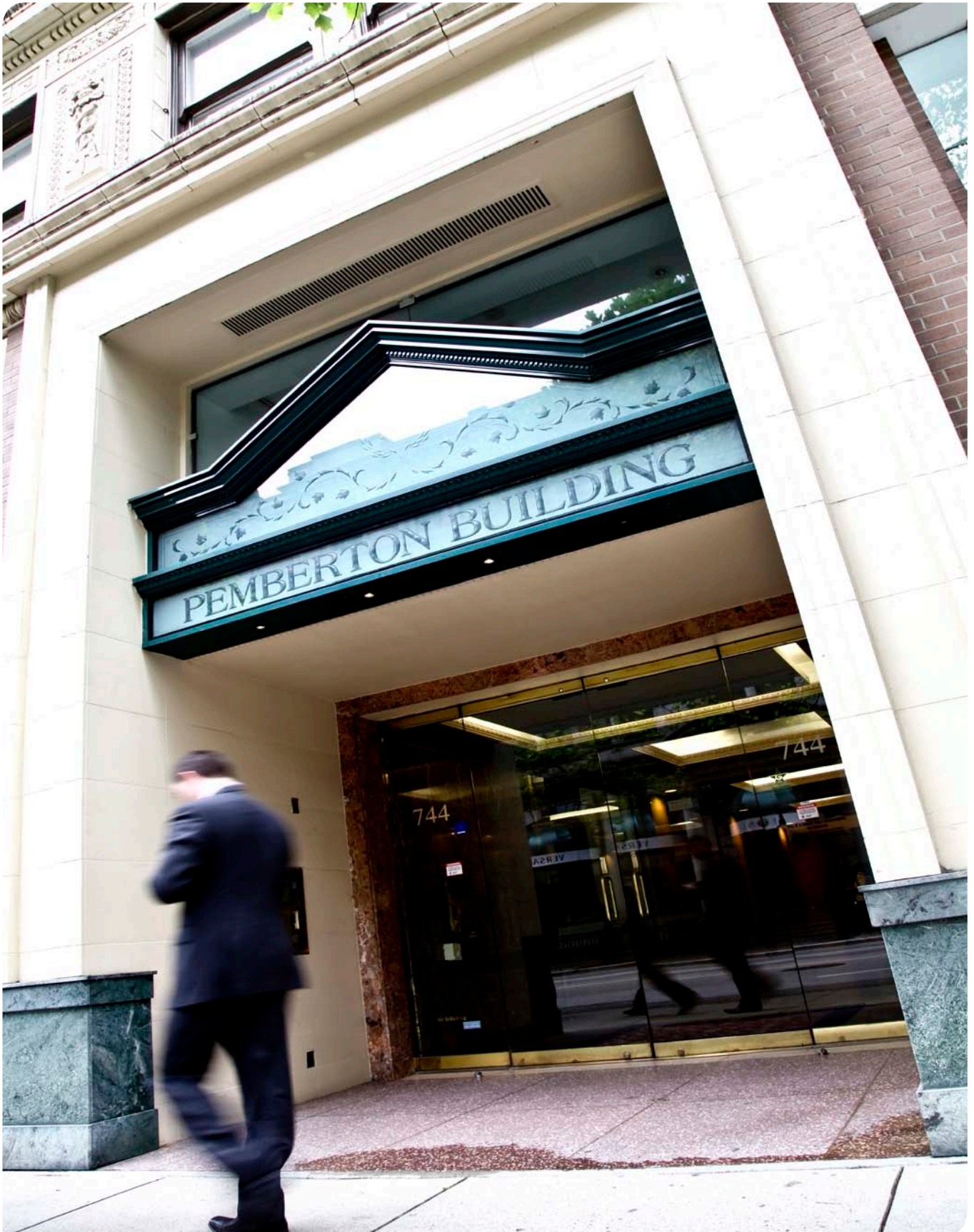
The CSAP business model is reliant on member participation to manage projects and carry out many of our vital activities. Volunteers dedicate many hours to attend CSAP exam developments workshops, plan Professional Development activities, conduct exam candidate experience reviews and represent the society through Technical Reviews of draft Ministry and CSAP documents.

Members, leading projects

- Alan Walker, P.Eng. (CSAP Practice Guidelines development Panel)
- Cindy Ott, P.Ag. (Exam development)
- Greg Sutherland, R.P.Bio. (Soil Vapour Practice Guidelines Panel)
- Jerry Naus, P.Eng. (Exam development)
- John Lambert, P.Geo. (Exam development)
- John Balfour, P.Eng. (CSAP Practice Guidelines development Panel)

Members, assisted in CSAP Exam Development and Technical Review Projects

- | | |
|---|-----------------------------|
| • Ajay Tumber, P.Eng. | • Michael Geraghty, P.Geo. |
| • Alex Bath, P.Geo. | • Michelle Uyeda, P.Eng. |
| • Art Hildebrand, P.Eng. | • Morrison, Allan, P.Eng. |
| • Beth Power, R.P.Bio. | • Patrick Allard, R.P.Bio. |
| • Bob Symington, P.Geo. | • Reg North, P.Eng., P.Geo. |
| • Brant Dorman, P.Eng. | • Reidar Zapf-Gilje, P.Eng. |
| • Carmichael, Patricia, P.Geo. | • Richard Wells, P.Eng. |
| • Chad Taylor, P.Eng. | • Robert McLenehan, P.Eng. |
| • Cindy Ott, P.Ag. | • Robin Jones, P.Eng. |
| • David Tiplady, P.Eng. | • Ross Wilson, R.P.Bio. |
| • David Williams, P.Eng. | • Sam Reimer, P.Ag. |
| • Don Williams, P.Eng. | |
| • Eva Gerencher, P.Ag. | |
| • Gary Hamilton, P.Geo. | |
| • Greg Sutherland, R.P.Bio. | |
| • Guy Patrick, P.Eng. | |
| • Ian Marsh, P.Geo. | |
| • Ian Mitchell, P.Geo. | |
| • John Decesare, Limited Licensee (Engineering) | |
| • John Hart, P.Eng. | |
| • John Lambert, P.Geo. | |
| • John Taylor, P.Eng. | |
| • John Wiens, P.Ag. | |
| • Kristi Thornhill, P.Eng. | |





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