

Site Profile Processing Requirements for Municipalities and Approving Officers

When a site profile has been given to a municipality or approving officer under triggers set in the *Environmental Management Act* and Contaminated Sites Regulation, what is the next step?

This document outlines the requirements and procedures that municipalities and approving officers should follow for processing site profiles.

What is a site profile?

Site profiles require information about the past and present uses of a site, as well as basic land descriptions. The content and format of a site profile is provided in Schedule 1 of the Regulation. The ministry has prepared a user-friendly version of the site profile which contains additional official use sections. *Please use that version when submitting a site profile.*

How to obtain a site profile form

Site profile forms are available from any local office of the ministry and from the office of the Site Registrar (PO Box 9342 Stn Prov Govt, Victoria, BC V8W 9M1; tel.: 250-387-4441).

Forms can also be printed off the [Contaminated Sites Program Internet site](#).

When is a site profile required?

The events that trigger a site profile submission are outlined in Administrative Guidance document 1, "Completing and Submitting Site Profiles" and Fact Sheet 19, "The Site Profile System."

Processing a site profile

There are five steps that municipalities and approving officers should follow once they receive a site profile:

- Step 1. Determine if the site profile has been satisfactorily completed
- Step 2. Determine if the site profile is legally required
- Step 3. Assess the site profile and decide if it should be forwarded to a Director of Waste Management or the Site Registrar
- Step 4. Forward the site profile
- Step 5. Notify the applicant whether the site profile has been forwarded to a Director.

Step 1. Determine if the site profile has been satisfactorily completed

Ensure that the site profile is completed legibly. If it is deficient in any of the following areas, the applicant must be notified within 15

days. See the form letter in Attachment A for a suggested response format. After the site profile is resubmitted correctly, the local government or approving officer's processing time of 15 business days should be reset to day 1.

Section I – Contact Identification

Mandatory:

- Part A, "Name of Owner" must be complete.
- Part C, "Person to Contact Regarding the Site Profile" must be complete.

Note that Part B, "Person Completing . . ." may have been left blank if the person completing the site profile is the same as that shown in Part A.

Section II – Site Identification

Lands where sites occur can generally be divided in two areas:

- legally titled properties, and
- untitled Crown lands.

Mandatory:

- Either the legally titled information must be complete, or the untitled Crown land information must be complete.
- If the site is legally titled, the PID and the legal description must be supplied.
- If the site is untitled Crown land, either (1) the Crown land PIN numbers and land descriptions must be provided, or (2) the latitude and longitude of the site's centre must be given, with a map showing the site's boundaries.

Untitled Crown lands may also have Crown Land File Numbers (these are not PINs), but it is not mandatory to provide them.

Section III – Commercial and Industrial Purposes or Activities

This section is key to the requirement to provide a site profile. The relevant "Purposes

and Activities" are contained in Schedule 2 of the Regulation, and are also provided in Administrative Guidance document 1, "Completing and Submitting Site Profiles."

Mandatory:

- The "Schedule 2 Reference Number" is a combination of the letter (e.g., "A") in the left-most column of Schedule 2 and the appropriate number opposite the activity in that letter's section. The Reference Number must be entered in this section of the form.
- The Schedule 2 description that accompanies the Reference Number must also be entered, but only sufficiently to identify the specific activity. See the examples in the site profile form.

Sections IV to IX – Questions

Answers to these section's questions identify specific activities that may result in a contaminated site.

Mandatory:

- Applicants must answer *all* questions with either a "yes" or "no."

Section X – Additional Comments and Explanations

This section allows the person completing the site profile to provide limited comment concerning the answers provided. It need not be completed.

Section XI – Signatures

Mandatory:

- The person completing the site profile (as shown in Section I Part B) must sign and date the site profile.

If the site profile is found to have been satisfactorily completed, then the municipality or approving office has 15 business days to assess it.

Step 2. Determine if the site profile is legally required

Normally, if an applicant does not identify one of the activities from Schedule 2 of the Regulation as occurring or having occurred on the site, then a site profile is not legally required to be submitted.

Satisfactorily completed site profiles with no Schedule 2 activities identified in Section III may be returned to the applicant, or retained by the local government or approving officer at their discretion. If such a site profile has been forwarded to the ministry, it will be returned to the local government or approving officer who sent it to the ministry.

Step 3. Assess the site profile and decide if it should be forwarded to a Director or the Site Registrar

The municipality or approving officer who received the legally required, satisfactorily completed site profile is required by the Regulation to assess the form and decide who it goes to next:

- If *any* of the questions in Sections IV to IX of a satisfactorily completed site profile are answered “yes,” the site profile should be forwarded to a Director.
- If all of the questions in Sections IV to IX are answered “no,” it should be forwarded to the Site Registrar.

Step 4. Forward the site profile

When forwarding to a Director:

- If a satisfactorily completed site profile requires forwarding to a Director, the municipality or approving officer must do so within 15 business days of receiving the site profile.
- “Section XII – Official Use” of the user-friendly site profile is split into three subsections:

1. Local Authority – to be completed by the municipality or approving officer.
 2. Director of Waste Management – to be completed by the Director.
 3. Site Registrar – to be completed by staff maintaining the Site Registry.
- The municipality or approving officer must complete the “Local Authority” section of the site profile to be forwarded.

Mandatory for local authority:

- Mark the appropriate “Reason for Submission” box.
- Mark, with a stamp or printed, the date the satisfactorily completed site profile was received.
- Provide the name, agency, and contact information.
- Provide the date the profile is forwarded to a Director.
- Mark those site profiles forwarded by mail or fax to a Director “Time Sensitive Information.”
- Site profiles forwarded to a Director should be sent to should be sent to the Deputy Director of Waste Management in regional ministry offices in Nanaimo, Surrey, Kamloops, Cranbrook, Nelson, Prince George and Smithers. Please contact (250) 387-4441 for the appropriate forwarding address.

When forwarding to the Site Registrar:

- Staff at the Site Registry should follow the instructions above for the “Mandatory for Local Authority,” except that the site profile should be dated in the box marked “Date Submitted to Site Registrar.” No date will appear in the box “Date Forwarded to a Director.”
- Site profiles forwarded to the Site Registrar should be sent to:

The Site Registrar
Environmental Management Branch
Ministry of Environment
PO Box 9342 Stn Prov Govt
Victoria, BC V8W 9M1

Step 5. Notify the applicant

Within 15 business days of receiving the satisfactorily completed site profile, the municipality or approving officer must notify the applicant whether or not the site profile was forwarded to a Director. *See the form letter example provided in Attachment A.*

While it is not legally required, it would also be helpful to notify the applicant if the site profile was forwarded to the Site Registrar.

Note: This document does not replace the Environmental Management Act or its regulations. It does not list all provisions relating to site profiles. If there are differences or omissions in this document, the Act and regulations apply.

For more information, contact the Environmental Management Branch at site@gov.bc.ca

ATTACHMENT A

Example

Site Profile Submission Municipal /Approving Officer's Response Form Letter

Dear : [Person to Contact Regarding Site Profile - from form]

Re: [Property Name & Address]

In accordance with section 40 of the *Environmental Management Act* and Part 2 of the Contaminated Sites Regulation, we have received a site profile for the above property.

- As of [Date], the site profile was satisfactorily completed.
- the site profile has been forwarded to a Director of Waste Management for action in accordance with section 7 of the Contaminated Sites Regulation.
- The site profile has been satisfactorily completed and has been forwarded to the Site Registrar to be deposited on the Site Registry.
- The site profile has not been satisfactorily completed. The following section(s) of the site profile form have not been satisfactorily completed in accordance with the instructions for Schedule 1 of the Contaminated Sites Regulation. Please review and complete these section(s) and return the completed site profile to this office.
 - I Contact Identification
 - II Site Identification
 - III Commercial and Industrial purposes or Activities
 - IV Areas of Potential Concern
 - V Fill Materials
 - VI Waste Disposal
 - VII Tanks or Containers used or Stored
 - VIII Special (Hazardous) Wastes or Substances
 - IX Legal or Regulatory Actions or Constraints
 - X Additional Comments or Explanations

If your require clarification please contact the undersigned.

Yours truly,

Municipality/Approving Officer