



Canada's Tournament Capital

CITY OF KAMLOOPS
DEVELOPMENT SERVICES DIVISION

SUBMISSION OF SITE PROFILES

The person completing this site profile is responsible for the accuracy of ALL the answers.

Please read carefully and answer the questions to the BEST OF YOUR KNOWLEDGE.

1. Complete Sections I, II and III of SCHEDULE 1, SITE PROFILE.

Section I - Contact Identification
Section II - Site Identification
Section III - Commercial and Industrial Purposes or Activities

2. Completing Section III.
 - A) You are required to indicate if there have ever been any industrial or commercial uses listed on Schedule II on the subject property (refer to CONTAMINATED SITES REGULATIONS, Schedule II - Page 7).
 - B) If the answer is **NO** - write "**no Schedule II uses**" and proceed to sign Section XI as complete.
 - C) If the answer is **YES** - **complete the entire application**, Sections IV, V, VI, VII, VIII, IX, X and XI, and provide any additional supporting information or details deemed necessary.

PLEASE NOTE: All questions must be answered or the site profile cannot be accepted.

3. Application fee is \$50 - ONLY IF COMPLETION OF SECTIONS IV - X ARE REQUIRED (i.e. there has been a Schedule II use on the property).
4. If you have any further questions regarding completing the site profile, please contact the Development Services Division at 828-3561.

DO I NEED TO COMPLETE A SITE PROFILE?

In General:

- Site profiles were not required until 1997 April 1 when the *Waste Management Amendment Act (Act)* became law.
- There must be a reason stated in the *Act* for a site profile to be completed and submitted. Site profile forms submitted as a complaint are not considered site profiles under the *Act* and are not subject to the site profile processing requirements.
- There is NO requirement to complete and submit a site profile just because you own a site with a particular activity on it. You must be doing the things described below to require a site profile.

Specifically:

1. Have any of the activities listed in Schedule II of the Contaminated Sites Regulation occurred on your site? (See page 7 of this guide.)
 - If NO - you do not have to complete a site profile UNLESS the municipality asks you to complete parts of a site profile for its records. (End of process.)
 - If YES - you MAY have to complete a site profile. (Carry on.)
2. Are you making an application for:
 - subdivision;
 - zoning;
 - development or development variance permits;
 - soil removal; or
 - demolition?

3. Are you decommissioning a site?
4. Are you taking over a property as a trustee, receiver, or liquidator?
5. Are you selling property which has or had a Schedule II activity on it?
 - If any of the above is YES - you WILL have to complete a site profile UNLESS one of the following statements exempts you.

SITE PROFILE EXEMPTIONS

These exemptions DO NOT APPLY if you are taking possession or control of a Schedule II activity property as a trustee, receiver, or liquidator. A site profile is always required in this situation.

- A) The site has a site profile on the Site Registry which reflects your current knowledge of the site.
- B) Your development or development variance permit application does not require soil excavation.
- C) The demolition permit application is not associated with decommissioning the site.
- D) The demolition permit application relates to TEMPORARY petroleum; natural gas; mineral or geothermal exploration; or development facilities.
- E) The site is already under an official order from the Ministry of Environment (MOE).
- F) The site already has an Approval in Principle, a Certificate of Compliance, or a Conditional Certificate of Compliance from MOE.

- G) If the site was cleaned up prior to 1997 April 1, it has a MOE letter saying so and the cleanup is still consistent with the proposed land or water use.
- H) The site has already been officially determined to be a contaminated site by MOE on the Site Registry.
- I) The site is part of an official "wide area remediation plan" AND a site profile would be required due to the contamination that the wide area remediation plan addresses.
- J) For property sales:
 - if the purchaser says in writing he/she does not require a site profile;
 - at the time of sale, the property is used for residential purposes; OR
 - the property has always been zoned residential.

If one of these statements applies to your site, you will not be required to complete a site profile. **Be prepared to provide proof.**

The Site Registry provides information concerning the site assessment and cleanup process. Access to the Site Registry is generally done through BC OnLine.

HOW DO I COMPLETE A SITE PROFILE?

In General:

1. There is normally a site profile form attached to this guide, if not, you may acquire one from either your local municipality or MOE office. (See Page 7 for MOE office addresses.)
2. You **MUST** complete Section I, II and III, answer ALL questions in

Sections IV through IX, and sign Section XI, for the site profile to be considered as satisfactorily completed.

3. The person completing this site profile is responsible for the accuracy of the answers. *Questions are to be answered to the best of your knowledge.*
4. If the site profile is not satisfactorily completed, it may result in delays in receiving approval.
5. A municipality may ask you to complete Section I, II, III and XI at the time of an application for its own records. These site profiles will not normally be sent to the MOE Manager. If such a site profile is forwarded, the municipality will notify you with its reasons before forwarding the site profile to the MOE Manager.

Specifically:

Section I - Contact Identification

1. 'Name of the site owner' means the person(s) or organization(s) who owns the property.
2. 'Person completing site profile' can be the same as the site owner, or someone submitting the site profile on the owner's behalf and authorization.
3. 'Person to contact regarding the profile' can be the same as the site owner or the person completing the site profile, however, the *Person to contact* . . . must be responsible for communicating the results of the site profile submission to the site owner.

Section III - Site Identification

1. One site profile may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified.
 - For all sites, please provide the following:
 - A latitude and longitude using the 1983 North American Datum accurate to 0.5 of a second of the centre of the site is required.
 - An accurate map, containing latitude, longitude and datum references which shows the boundaries of the site. Please use the largest scale map available.
2. For urban sites:
 - In general, most urban sites are legally surveyed, titled and registered, and will have parcel identifiers (PIDs). You can obtain PIDs for your site from your local Land Title office.
 - All PIDs must be provided for each parcel contained by the site, as well as the legal description of each parcel.
3. For remote sites:
 - If the site is untitled Crown land (i.e. no PID number), the appropriate parcel identification number (PIN) should be supplied for each parcel with the appropriate land description, *if available*.

Contact your local Crown Lands office for this number.

- If there is a PIN available, but it is for a large area (i.e. > 1 km²), please provide the associated PIN, and also the information required below for very remote sites.
- If available, the Crown Land file number for the site should also be supplied.

Section III - Industrial and Commercial Purposes or Activities

1. Review the Commercial and Industrial Purposes or Activities list (Contaminated Sites Regulation, Schedule II) provided on page 13 of this guide.
2. To the best of your knowledge, identify any of the activities listed on page 10 and 11 of this guide which have occurred on your site, either now or in the past.
3. Enter the 'identifies activities' reference numbers (i.e. A1, E7, etc.) AND the related written description (i.e. adhesives manufacturing or wholesale bulk storage, road salt storage facilities, etc.) In the space provided.
4. If you CANNOT identify any listed activities, re-read *Do I Need to Complete a Site Profile* because it's likely that you do not.

Sections IV, V, VI, VII, VIII and IX

1. All questions must be answered to the best of your knowledge.
2. Each question must have an "X" in either the YES or NO column to indicate your answer.

Section X - Additional Comments and Explanation

This section allows further opportunity to provide information to the municipality or the MOE Manager concerning the site and to *put any YES answers in context.*

And Finally:

Section XI - Signatures

The *Person Completing the Site Profile*, in addition to answering all of the above questions, must also sign and date this section for the submission to be considered complete.

Section XII - Official Use

This section does not require any information from you. This section is completed by the local government and the MOE.

WHEN AND TO WHOM DO I SUBMIT A SITE PROFILE?

In General:

Many of the applications to the municipality or the approving officer need discussion and clarification before proceeding. The site profile is considered 'received' at the time the application is finalized and officially received.

If you have determined you must complete a site profile, the completed profile should be submitted to the following:

- An approving officer with a subdivision application.
- A municipality with an application for zoning, development or variance permits, soil removal and demolition permits.

- For decommissioning a site:
 - to a municipality with a demolition permit if required, or
 - to a manager 10 days prior to dismantling.
- A purchaser from the vendor 30 days prior to the transfer of actual ownership, or at least provided before the agreement date. There is NO requirement to submit this site profile to a manager.
- A manager from a trustee, receiver or liquidator within ten days of taking control of a Schedule II activity (see page 8) site - always. Normal site profile exemptions DO NOT apply for this requirement.
- A manager on ordering a site profile to be prepared.

WHAT HAPPENS THEN?

Once a satisfactorily completed site profile has been received by a municipality or approving officer, they have 15 business days to do the following:

1. If there are any YES answers in Sections IV through IX, forward site profile to the MOE Manager. Otherwise, the site profile is sent to the Site Registrar and the application approval process proceeds.
2. Notify the applicant whether or not the site profile has been forwarded to the MOE Manager.

Once a MOE Manager receives the site profile from the municipality or approving officer, the Manager has 15 business days to do the following:

1. Determine if a site investigation is needed; and
2. Notify the related municipality or approving officer and the applicant of the decision.

If necessary, the MOE Manager can receive an extension of 15 business days in order to reach a decision by notifying the applicant.

Timing Considerations

In summary, the time requirements are as follows:

- Once a satisfactorily completed site profile is officially received by a municipality or approving officer, they must act within 15 business days.
- Once the MOE Manager receives the site profile from the municipality or approving officer, the Manager must act within 15 to 30 business days.

Time impacts on the various application approvals will differ depending upon the decisions at both levels of government. Also, site profiles will normally be sent by mail and this will add to the processing time.

HOW DO I GET MORE INFORMATION?

More information is available from MOE's regional office at:

Ministry of Environment
1259 Dalhousie Drive
Kamloops BC V2C 5Z5
Phone: (250) 371-6343

Information is also available on the web at:

http://www.env.gov.bc.ca/epd/epdpa/contam_sites/index.html