

**Society for Contaminated Sites
Approved Professionals
(CSAP Society)**

March 8, 2007

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Chair, Roster Steering Committee**

Outline

- Purpose
- Scope of Work and Partners
- Development to Date
- CSAP Society Overview
- Rollover to the new CSAP System
- Summary: 2003 Recommendations vs 2007 CSAP Model

Purpose

- Spring 2003, Minister's Advisory Panel recommended:
 - Replacing the MOE's "Roster of Experts" system with system with a stand-alone and independent system

Scope of Work and Partners

- Roster Steering Committee (RSC) received MOE funding for:
 - Creation of a Business Model and Proposed Infrastructure
 - Development of CSAP Board Tools, Examinations and Administration
 - Transitional Secretariat Support for RSC and CSAP Board
- Primary Partners:
 - MOE: Overall management, legislative, regulatory, etc...
 - SAB: Scientific and technical tools and advice
- RSC (Roster) Partners:
 - LEP Development Subcommittee (LEPSC)
 - LEP Stakeholder Advisory Group (LEPSAG)
- Many other Stakeholders:
 - Parent Associations
 - Other Practitioners
 - Industry
 - Public

Development to Date

- Stage 1: Considerations/Research (Jun '03-Oct '03)
 - Development of Considerations Report
 - Workshop with Massachusetts Representatives
 - Stakeholder Survey
- Stage 2: Framework (Oct '03-Dec '04)
 - Recommendation Report
 - Framework Report
- **Stage 3: Details, Tools, Rollover (Sep '04-Spring '07):**
 - Various contracts for, and in-house development of, tools
 - Negotiation with/Approval by MOE, Treasury Board, etc...
 - Transition to Implementation
- All stages supported by
 - Communications: Website, Newsletters, Distribution List, CS e-Link, Presentations, Roster Meetings
 - Consultation: Direct, Survey, Comment Periods, Roundtable

CSAP Society Overview

- Framework
 - The system's legal framework will be as a society under the BC *Society Act*
 - The CSAP Board will recommend members for inclusion on the Roster maintained by the Director (of MOE)
 - The Director will retain his/her own list or Roster of Approved Professionals
- Scope of Services
 - Legal instrument application review and recommendation to MOE only; MOE will continue to issue instruments
 - Site assessment and remediation practitioners do not need to be CSAP members
- Types of Members
 - Numerical Standard Professional
 - Risk-based Standard Professional
- Type of Review
 - Majority arms-length review; Some self-review

CSAP Society Overview

Qualifications – Revised to be consistent for both Numerical and Risk Approved Professionals.

- 10 yrs post-bachelor's experience:
 - 6 years of contaminated site related experience
 - 4 years of direct contaminated site experience at a senior level
- Registration/appropriate licensure with APEGBC, CAB or BCIA; allowance for practitioners from other professions
- Technical and regulatory entrance examinations; on-going continuing education requirements

CSAP Society Overview

- Practice Guidance:
 - Federal and provincial acts, regulations, guidance, protocols...
 - Society-authored practice guidelines
- Quality Assurance:
 - Random and non-random performance assessments
 - Mandatory “orientation workshop” for new members
- Complaint, investigation and discipline processes:
 - CSAP will investigate complaints and consider disciplinary action against its members (including removal from the Society if warranted)

CSAP Society Overview

- Membership:
 - Current Roster has about 80 members
 - 10 to 20 new members expected per year in the short term
 - New professions may be added over the long term
- Board of Directors (9 Directors):
 - 5 (to 8) elected Approved Professionals
 - 3 appointed by MOE: Industry, Local government, Environmental group
 - 1 MOE staff

CSAP Society Overview

- Business Plan:
 - Based on submission rates of about 10 per month (20% being risk assessments), which is similar to current roster submissions
 - Total annual budget is projected at approximately \$1M
 - First year funds provided by MOE
 - Self-financing based on collection of Submission Fees
 - Submission Fees will be similar to current MOE fees for Roster Submissions (CSR Schedule 3, Table 3)

Key Documents

- Society Bylaws
- Business Plan
- MOE Procedure and Fact sheet: Describing overall process and the functions and responsibilities of MOE and CSAP
- Liability and Insurance: Agreement with MOE
- Practice Guidelines and Submission Templates
- Performance Assessment
- Complaints, Investigation, Discipline, Appeal
- Membership Qualification
- Rollover

Rollover to the New CSAP Society

- Selection of Interim Board Members (Dec, 2006)
- Application to register Society (February, 2007)
- Establishing Society and Interim Board (Apr 1, 2007)
- Leasing of office space (from APEGBC)
- Hiring of Staff
- Rolling over of existing members and applicants
- Forming of Committees
- Holding inaugural Board elections
- Wind down RSC and Activate full CSAP functions (Summer 2007)

Summary: 2003 Recommendation vs 2007 CSAP Model

The Advisory Panel recommended:

- A stand-alone and independent system of CSAPs
- That a broader range of professionals should be allowed to join (e.g. Medical Doctors)
- That Approved Professionals role be expanded so that MOE staff could focus on high risk sites

Under the proposed CSAP System:

- The CSAP Board will oversee the qualification and performance of Approved Professionals
- Parent associations will continue to control "license to practice"
- MOE will continue to issue certificates
- The CSAP Bylaws will allow "Other" professionals to join
- The scope of sites and type of reviews could be expanded
- The costs will remain similar, but with expedited timeframe for obtaining MOE instruments

Some Concerns

- Viability
 - Small membership and significant infrastructure
 - High volunteer (partially compensated) reliance
 - Uncertainty about the number of sites that would be processed
- Collecting fees to cover costs
- Cross-over responsibilities with parent associations
- Liability and insurance
- Reliance on other partners fulfilling their roles (eg policy development and advice, scientific tool development)

Some Benefits

- Improved system for use of “experts” to assist MOE
- Reduced timeframe for review of non-high risk sites
- “Self-regulating” system with control on memberships’ Approved Professional work
- Allow MOE to focus on High Risk Sites

EXECUTIVE DIRECTOR

- The Executive Director is the senior salaried staff position of the CSAP Society and is responsible for organizing, leading and managing the Society's operations – the regulatory, registration and business functions.
- The position provides the primary support to the Board of Directors in enabling the fulfillment of their respective Directorial functions and is responsible for implementing the strategic goals and objectives of the Society.
- The preferred candidate will have a Bachelor's degree (minimum) in Science or Engineering, have a Professional designation, and possess at least eight years of management experience within industry, associations and/or government.

ADMINISTRATOR

- The CSAP Society is seeking to fill a position for an energetic and innovative Administrator. The Administrator is a staff position, responsible to the Executive Director, who will participate in the regulatory, registration and business functions of the Society.
- Responsibilities, duties and functions of the position include the overall management of the administrative operations of the CSAP Society board, ensuring that the policies and directions of the board are implemented, and advising and informing the Executive Director on the operation of the Societies affairs.
- Further information on the CSAP Society and detail on the positions is available at www.csapsociety.bc.ca. The application deadline is **March 28, 2007**

Further Information

- Further information on the CSAP Society and on the positions is available at www.csapsociety.bc.ca.
- The application deadline is **March 28, 2007**
- Roster Secretariat
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