

DISTRICT OF SALMON ARM**POLICY NO 3.14**

TOPIC: Contaminated Site Profile Submissions by the Public

PURPOSE: To establish a policy and procedure to allow for the submission of Contaminated Sites Profiles regarding properties within the District of Salmon Arm.

As the onus of correctly and factually submitted information rests with the property owner, it is important to ensure that staff or officials do not compromise that premise through the volunteering of information that may affect the Site Profile submission.

It is also important that a full status of the need for, and requirements of the Site Profile be retained on the property file, but all site details remain with the Site Registry for access by the general public.

As the Contaminated Sites Act provides for a fee for this service, and as the Act provides that local government may require that each applicant submit a minimum level of information, a two tiered Fee Schedule is appropriate.

POLICY:

1. Staff shall resist assisting with the filling out of a Site Profile associated with an application to be submitted by a member of the public and shall instead refer the applicant to the Ministry of Environment, Lands and Parks for assistance if required.
2. Staff shall not divulge any detail associated with a Site Profile except the fact that a Profile has been submitted and instead shall refer the inquirer to the provincial Site Registry for that information.
3. Each application for a subdivision, rezoning, development permit, development variance permit or demolition of a structure shall be accompanied by a completed Site Profile for Parts 1, 3 and 11, completed as provided for in Part 2, Section 2(2) of BC Regulation 375/96.
4. Each application shall be signed or authorized by all property owners. In the case of a Strata Corporation, the authorization shall be in the form of a Council resolution.
5. A fee of Fifty Dollars (\$50.00) shall accompany each Site Profile submission and there shall be no fee for each Part 2, Section 2(2) submission.

PROCEDURE

1. Where a subdivision, rezoning, development permit, development variance permit or demolition permit application is received and the subject property is considered to have been used in a manner described in Schedule 2 (industrial and commercial purposes and activities), BC Regulations 375/96 as determined by the property owner or authorized agent, a Site Profile is required of that applicant.
2. Where the owner does not consider the property to have been used in a manner described in Schedule 2, he shall fill in Parts 1, 3 and 11 in accordance with Part 2, Section 2(2) of BC Regulations 375/96.

3. **Staff are NOT TO define, instruct or otherwise assist in completing any part of the Site Profile. If help is required, applicant will be referred to the Ministry of Environment, Lands and Parks office (Kamloops).**
4. If a Site Profile is submitted, staff will ensure the Profile is complete. Once satisfied, the completed Site Profile is to be forwarded within fifteen days to the appropriate agency.
5. If the Profile contains any "Yes" answers, it is to be forwarded to the Regional Manager of the Ministry of Environment, Lands and Parks (Kamloops). If all answers are "No", it is then forwarded to the Site Registry (Victoria).
6. The Property File shall contain either a copy of the Section 2(2) information or a notation regarding the status of the Site Profile. It shall not retain a copy of the full Site Profile. District of Salmon Arm mapping will note the location of each Site Profile in order to assist the public inquiry service by directing requests to the Site Registry.
7. When submitted to the Regional Manager, action on the current District of Salmon Arm file must wait for his determination of remedial compliance. If none is forthcoming within fifteen days, then a follow up inquiry will be initiated.

It should be noted that the District of Salmon Arm is co-operating with the provincial initiative and the total responsibility for information on the historical use of the property rest with the landowner. Once determined that a Site Profile is required by the owner, site specific details will be the responsibility of the province.

Prepared by: Development Services Manager	Date: May 5, 1997
Approved by Council	Date: May 27, 1997
Amended or Replaced	Date: