



AGENDA

DATE: May 25, 2013 / LOCATION: Bouchie Lake Hall, 7:00pm

Commissioners:

Angela Mezzatesta (Chair), Lisa Scott-Cooper, Lisa Collins, Phil Demers, Maria Dawson, Brenda Lebeck, Heloise Dixon-Warren (Area B Director)

In Attendance: *Lisa Scott –Cooper (departed 8:40 pm), Brenda Lebeck, Heloise Dixon-Warren, Angela Mezzatesta (arrived 7:28 pm), Phil Demers; Maria Dawson (arrived at 8:13 pm); Lisa Collins (arrived 8:56 pm)*

Regrets: Lisa Collins

Guests: Wendy Donald (incoming Treasurer); Tamara Turner, Dorine LaMarche (Gold Pain City Derby Girls), Sandra Erickson, Leanna Richardson (Custodian / Facility Booking Agent), Carolyne Blanchet (QDRC)

Chair: Brenda Lebeck (Angela Mezzatesta) / **Scribe:** Heloise

Bylaw 4751, Section 4(d):

If a commissioner member is absent for 3 consecutive regularly scheduled meetings, without leave of the Chair, the member may be considered to have vacated his / her position from the BLRC

GOAL: *(i) An action be stated for each motion / resolution passed by the BLRC; a person's name will be attached to each Resolution*

(ii) Each resolution to be tracked using a number (dd/mm/yr.- resolution #)

REPORTS

- 1. Welcomes / Introductions / Regrets:** meeting called to order 7:02 pm
- 2. Delegations – 7:13 pm** Dorine LaMarch (Gold Pain City Roller Derby) – rink in West Quesnel too small; struggling with holding practices at the Twin Arenas when ice is off (regulation track size); play on concrete; “pay to play”; interested in partnering with the BLRC to fundraise, access grants, etc. to do rink upgrades; will use rink from time ice is off to time ice is on; Regulation size rink: similar dimension to Lacrosse and some other activities; Public – Private Partnership (3P's); Derby Girls & other groups (e.g. Lacrosse) will work together to bring forth a plan to the BLRC (what we have / what is needed);

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c/o Bouchie Lake Hall, 1975 Centennial Road, Bouchie Lake (Quesnel), BC V2J 7G6

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3. Meeting called to order – Adoption of the Agenda; *motion to adopt by Angela; seconded by Phil; AIF*
4. Acceptances of Minutes - April 29, 2013; *motion to adopt by Angela; seconded by Brenda*
5. Financial Report: Wendy; *not yet completed; tabled to next meeting; Wendy reconciling bank statements and books;*
6. Correspondence: message from Rocky's will no longer that they will order our supplies; Rocky's is for sale; the BLRC will need to create an account with the business in PG; *Leanna will research local options for custodial supplies; BLRC will set up an account if necessary*
Suggestion Box:
 - (i) Request to relocated cooler in storage room as cooler was in front of exit; cooler has been relocated away from exit; cooler needs to be re-homed; shelved in basement possibly belong to the cooler; *Angela motions that the broken cooler in storage be re-homed / donated; Lisa S. seconded; AIF; (#27/05/2013-1)*
 - (ii) Purchase tables & chairs and have them remain in the upstairs room permanently; upstairs reno. could include some storage;
 - (iii) Misc. Correspondence – copy & print discount; Google Advertising
7. Directors Report: Heloise; 2014 Budget to be worked on; submit with a Business Plan to the CRD
8. Custodian Report: Leanna
9. Facility Booking Agent Report: Leanna;
 - (i) 51 ½ hours (custodial / facility booking) since May 1, 2013; anticipated 40 hrs. / month will likely be enough; *requesting permission to get rugs cleaned (\$60-\$80.00) with Kwik-Klean; should be done at least 2 x/ year;*
 - (ii) Telephone Messaging system corrected: *BLRC was getting voice messages on voice mail and answering machine; 1975 is the code to check messages; using SHAW voice mail; can be checked second ring tone on SHAW bill – for fax machine*
 - (i) Gas Stove – see Sec. 22;
 - (ii) Report submitted by Leanna; recommended that we gradually implement rental changes;
10. Grounds Maintenance Report: Wayne; n/a; *recommend that the septic tanks and all outhouses be pumped out; (#27/05/2013-2)*

COMMITTEE REPORTS

11. 2014 Budget Committee Update (Angela, Lisa S., Maria (tentative), Heloise):

Budget Timeline:

August: submit to Quesnel Leisure Services; incorporated into N. Cariboo Rec. & Parks Budget

September: reviewed by N. Cariboo Recreation & Parks Commission (2 CRD Directors, 2 City of

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Quesnel Councillors; 1 SD trustee; 1 CRD member at large; 1 City of Quesnel member at large)

October: reviewed by N. Cariboo Jt. Planning Committee

November / December: reviewed by CRD Board of Directors

January – March, 2014: public consultation on CRD Budget

March 31st, 2014: approved by CRD Board

Recommend: *BLRC 2014 Proposed Budget based upon a Business Plan: Operating Costs; Capitol Project? (pump house, upstairs room renovation; skating rink; kiosk; etc.); proposed budget should be presented to BLRC prior to submittal to QLS; **Motion: Heloise motions that the BLRC committee meets ASAP to set a draft budget to bring back to BLRC; seconded by Brenda; AIF; (#27/05/2013-3)***

12. **Website Committee (Angela, Heloise, Brenda):** www.bouchielakerec.ca NOW live; content needed for (i) Upcoming Events / Programs; (ii) Skating Rink – history; rental rates;
 - i) Volunteers needed to participate in tutorial with South Hill Graphics to assist with updating website; **Leanna Richardson, Brenda Lebeck, (Heloise Dixon-Warren)**
 - ii) **Motion to pay South Hill Graphics invoice # 052413BL \$2,252.25 for website construction, hosting & domain name; Angela motions to have invoice paid; seconded by Maria; AIF (#27/05/2013-4)**
 - iii) Recommend that the BLRC purchase 2 banners to promote website on front of Hall & fence: 2' x 6': \$100.00; 2.5' x 8': \$155.00; **Motion: Brenda motions that the BLRC purchase 1 banner at \$155.00 + tax for the baseball fence; seconded by Lisa S. (#27/05/2013-5)**
13. **Contractor Committee (Angela, Heloise, Lisa S.):**

Outside Grounds Maintenance: Wayne's contract needs to be renewed; should include training (e.g. tractor, ladder safety, etc.); poplars growing in the arena;

Landscaping Contractor: pruning, removal of shrubs, etc.; **tabled**

Back Up Positions for Outside Grounds Maintenance, Custodian, Facility Booking Agent: **tabled**
14. **Claymine Committee Update (Brenda):** kiosk will be installed in June; interpretive signs completed and will be installed June 4th, Tuesday; this coming Friday, Dan Dobson (Co-ordinator for Wheelchair Trail Project) will be at Claymine – 600 m. of wheelchair trails; Bouchie Lake Elementary – June 6th.
15. **Bouchie – Milburn Park Committee Update (Maria):** (i) Plan; (ii) Park Sign to be installed; (iii) CRD Weed Pull on June 19th – BL Elem. (Karen Fyles); hoping to have community elders with the school kids; 3 plants: Osier Dogwood, Douglas Maple, Saskatoon Berries, Kinneckink, Soopallalie, Rosehips; **Brenda motions that mowing of the park be added to Wayne's contract; seconded by Maria; AIF (#27/05/2013-6)**
16. **NVW Celebrations:** *Angela to report; plans for 2014?; tabled*
17. **Volunteer Appreciation Garden:** **tabled**

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- 18. Upstairs Reno. Committee:** *reported by Tamara; what does the room actually get used for; downsize the office; new kitchen cabinets; ideas are needed; multi-purpose media room; cork wall; Maria can access "free labour"; **Tamara will do up a plan for the BLRC which includes all costs; committee will meet with Tamara***
- 19. Affiliate Updates:**
- (i) BLCA: n/a; poor turn out for the Mothers Day Brunch & Garage Sale;
 - (ii) QDRC: all rental and affiliation fees on file; **power for announcers booth needs to be turned on; harrowing needs to be done prior to Quadrille**
 - (iii) DWD; n/a
 - (iv) Bouchie Lake Gymkhana Club: BLCA has a cheque for \$150.00 (Affiliate Fee / Rent); will submit application
 - (v) Other:

OLD BUSINESS

- 20. Secretary position** – *tabled from Jan. 21st – this position is still open;*
- 21. Community Outreach / Consultation:**
- (i) www.placespeak.com – 1 option for online consultation; **motion: tabled**
 - (ii) Bouchie Lake Volunteer Fire Department Association / BLVFDA meets 3rd Thursday of the month; President is Dwight Green; next meeting is June 20th; the BLRC will be meeting with the BLVFD Association
 - (iii) Y of Northern BC: June 3rd; 10 am at Quesnel CRD Office; **EVERYONE WELCOME TO ATTEND;**
- 22. Gas Stove:** 3 quotes received for gas stove replacement; **Leanna to report; \$13,000 to replace gas stove; existing stove manufactured in July, 2001; replaced the original stove; most models quoted do not have a gas shut off; **Heloise motions that the additional information be collected by Leanna (stove use, venting, service requirements, etc.) and this information be brought back to the BLRC for a decision; very important that documentation be provided which supports the decision of the BLRC; seconded by Lisa S.; AIF (#27/05/2013-7)****
- 23. Electrical: Phil to report;** *refer to proposal submitted to BLRC by Phil at last meeting; Lisa will contact the Electrical Inspector (Harry) tomorrow and get his opinion; panels are not identifiable; if we're not doing any upgrades, the BLRC does not need to bring the electrical up to code; Phil spent some time at the hall with James & Sons Electrical; **Brenda motions that the BLRC allocate up to \$1000.00 to correct any electrical issues that are deemed of an urgent nature; seconded by Lisa S., AIF (#27/05/2013-8)***
- 24. Uncompleted Actions:**
- (i) Locking of cupboards in Kitchen; **Lisa C. motions that the locks be installed on the cupboards & janitorial cupboards;; seconded by Heloise; Lisa will look after this; AIF (#27/05/2013-9)**
 - (ii) Determined list of companies with whom the BLRC has accounts; Letters to be written to

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companies outlining who has authority to make purchases on these accounts; Ongoing; **Action: Wendy will look after this (#27/05/2013-10)**

(iii) Implement a PO system for all non-routine purchases; **Action: Wendy will look after this (#27/05/2013-11)**

(iv) Basement Clean out / Tidy Up; Broken Cooler in Storage Room; **Action: Leanna working on basement; lots of X-mas decorations; discard as items found that are no longer needed / broken**

(v) Occupant Load Guidelines – as determined by BC Building code and BC Fire Code; signs need to be posted in Hall; BLVFD may be able to assist; **Action: Leanna will follow up; Heloise will send links for forms for Leanna; (#27/05/2013-12)**

(vi) Hall Parking Lot – needs to be swept; Way-len Trucking has contacted HMC; will do asap; **Maria motions that the task be completed by June 21st for HMC to complete; if not Rooster Contracting will be contacted (\$80.00 / hr.); ~ 3 hours; maximum of \$250.00; seconded by Angela; AIF; (#27/05/2013-13)**

NEW BUSINESS

- 25. Oil Tank – Angela & Phil;** emails from Phil, Darron Campbell (CRD); info. from M. of Environment; tank needs to be drained and removed; basic cost of draining tank and removing it: \$5,000 - \$10,000.00; natural gas line in the proximity of the tank; Darron has quote from the PG company; 2 other quotes coming from Darron; Phil will be meeting with Darron tomorrow;
- 26. Delegation to Northern Caucus (Northern CRD Directors)** – in partnership with Parkland RC; next Northern Caucus Meetings: June 11th; September 10th; October 8th; **Tabled**
- 27. Promotion: Motion**
- i) *Quesnel Business Guide* (Pam Crocker-Teed's publication): FREE; **Lisa C. will contact Liz. and see if an ad can put together ;**
- ii) *Quesnel Leisure Services Guide*: see attached; June 30th deadline; **Maria will talk with staff of QLS staff;**
- iii) Welcome Wagon – target new residents; FREE in WW packages to NEW residents; Heloise circulated "Bouchie Lake Recreation" 3-fold brochure; add information about Bouchie Lake Community Association; **\$350.00 allocated to Unaddressed Admail for newsletter in March 11, 2013 Minutes (Section 8(iii)); these allocated funds could be used to send out "Bouchie Lake Rec" 3-fold brochure**
- 28. BC Healthy Communities Funding:** \$5000 available / local gov't.; local groups needed to partner with CRD to access funds; engagement workshops; **ACTION: BLCA and BL PAC will host a workshop; Maria will email Heloise "Letter of Intent" for forward to CRD**
- 29. Grant Writing Workshop:** see info. below

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30. **Signage for Grounds:** (i) Clean after your dog; (ii) No animal in children's play area. Lisa C. will get quotes for next meeting;
31. Next Meeting: June 17, 2013, Monday 7 pm

Hello again! Our Fall 2013 Activity Guide will be coming out in the near future. To participate in the Activity Guide there are the following two options:

1. Event listings for the Community Event page need to be received by June 28, 2013 and can be submitted by phone, fax, email or in person. The submitted information must include the name, date, and contact phone number for the event.

Brandi Planeta, Receptionist
Quesnel Arts & District Recreation Centre
500 North Star Road
Quesnel BC V2J 5P6
250-992-8200 QDARC
250-992-6866 FAX
bplaneta@quesnel.ca

2. Advertising space needs to be in a PDF format. Space is limited so ads will be accepted on a first come first served basis. Groups who do not have the ability to send their information in PDF must send it in Word format by July 13, 2013 and must send their photographs separately in a jpeg format. Photographs cannot be included in the word document. Advertisements sent in the Publisher format will not be accepted.

Please format your designs to the size of advertisement you want.

Full page	\$240:	9.25 inches high by 7 inches wide
Half page	\$130:	4.5 inches high by 7 inches wide
Quarter page	\$65:	4.5 inches high by 7 inches wide

Invoices will be sent out after the guide is distributed. Guides will be in the mail by August 26, 2013.

Diane Rogers, Recreation Manager
Quesnel and District Leisure Services
500 North Star Road
Quesnel BC V2J 5P6



From: Pam Crocker-Teed [<mailto:pcrocker@quesnelbc.com>]

Sent: May 25, 2013 12:09 PM

To: Moose Meadows Farm

Subject: Rental Listings in business directory

Hi Heloise,

A little background for the group. I have upgraded my Events section in the directory to include rentals and banqueting facilities. There will be 14,000 directories printed, with 10,000 mailed to every home and business in and around Quesnel, including Hixon, Wells/Barkerville, Nazko, and Alexandria. The book is being sent to the printers on Wednesday morning, and will be packaged for print late Tuesday afternoon or early evening. There is only room for one display, plus a classified listing, or two classified listings.

There two types of ads:

(1) Classified listing, such as the example for the Seniors' Centre, is \$60. It's a basic listing and provides essential information.

BC Healthy Communities Funding

There are many ways for residents to become involved in creating healthy communities and the CRD is championing people and groups to come forward and assist with this goal! BC Healthy Communities has recently announced their "**Healthy Communities Capacity Building Grant**" which is upwards of **\$5000** to support local government engage in the development of healthy community partnerships and to build their capacity for healthy community leadership and action. The Healthy Families BC strategy was announced in 2011 with a focus to stimulate more local actions and policies to support healthy living. Particular emphasis is given to bringing the health sector together with local governments and other community partners in collaborative ways to make changes in built environments, reduce tobacco use, increase healthy eating and support prevention for priority populations.

Although the applicant for these funds must be a local government (e.g. regional district, municipality, first nations band), **community groups** and **not for profit groups** are encouraged to partner with local government if they are interested in accessing these funds. The deadline for applications is June 30, 2013 with activities completed before March 31, 2014. If you are interested in learning more about this opportunity, please contact me (250.249.5329 / hdixon-warren@cariboord.bc.ca). Additional information is available at <http://bchealthycommunities.ca/> It would be great to see some projects focused on the development of healthy communities within the rural communities of the North Cariboo and elsewhere throughout the CRD.



2013 Grant Writing Workshops Scheduled for Quesnel & Williams Lake

The CRD, in partnership with the Northern Interior Communities Association and Community Futures North Cariboo, will host two grant writing workshops this summer for organizations applying to the BC Community Gaming Grant Program. Attendees will learn how to write and submit a successful application to the program which funds arts and culture, sports, public safety, environment and social programs. Organizations may also sign up for a one-on-one grant writing session. The workshops are free to attend. Register today!

Join us this summer in Quesnel and Williams Lake:

Saturday, June 15

Quesnel Tillicum Society Native Friendship Centre, 319 North Fraser Drive

Workshop, 9:00am-12:30pm One-on-one sessions, 1:30pm-4:00pm

To RSVP for the workshop, email christine@cfquesnel.ca

Please also indicate if you would like a 30 minute one-on-one grant writing session.

Saturday, August 20

Williams Lake Council Chambers, 450 Mart Street

Workshop, 9:00am-12:30pm One-on-one sessions, 1:30pm-5:30pm

To RSVP for the workshop, email grantwriter@cariboord.bc.ca

Please also indicate if you would like a 30 minute one-on-one grant writing session.

To learn more about the Gaming Grant program, visit www.gaming.gov.bc.ca/grants

Northern Interior Communities Association: <http://www.northernica.org/>

Community Futures North Cariboo: <http://www.cfquesnel.com/>

Residential Heating Oil Storage Tanks

Residential heating oil storage tanks have been installed and used in Canada for over 60 years. There are two types: aboveground tanks (typically found in basements or outside of a home) and underground tanks (buried). Many of these storage tanks are now abandoned or unused, as alternative heating sources – such as natural gas, propane, and electricity – have become available.

Underground storage tanks are a concern because they are a potential source of contamination of soil and groundwater. They also pose a fire and explosion hazard under certain conditions.

Reasons a property owner may remove their residential heating oil storage tank:

- due diligence
- improve the environmental conditions of their property
- satisfy a lender, prospective purchaser, insurance agent or local government
- remove high risk conditions
- avoid a negative impact to property value

Do property owners have legal obligations related to storage tanks?

All underground storage tanks, and above ground storage tanks over 2500 L, that supply oil burning equipment on properties under provincial jurisdiction are regulated under the [BC Fire Code](#) (BCFC). A provision in the BCFC states that an owner is required to follow good engineering practices when removing,

abandoning in place, or temporarily taking out of service, his or her residential heating oil storage tank. Examples of good engineering practices are listed in the Appendix of the BCFC, and include Part 9 of the [“Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products”](#) published by the Canadian Council of Ministers of the Environment. For further information, contact the Office of the Fire Commissioner at OFC@gov.bc.ca.

Local governments may also have bylaws that include provisions for the required removal or decommissioning of abandoned or unused residential heating oil storage tanks. Owners should consult their local government to determine if such local bylaws exist. Also note that many storage tanks located on property under Federal or First Nations jurisdiction are regulated by the Federal [“Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations”](#).

Although the Ministry of Environment does not specifically regulate residential heating oil storage tanks, all property owners in B.C. under provincial jurisdiction are legally responsible for complying with the provincial *Environmental Management Act* (the Act) and the Contaminated Sites and Hazardous Waste Regulations.

Who is responsible for cleanup of sites contaminated by leaking storage tanks?

Under the Act, the following individuals may be responsible for cleaning up a contaminated site:

- a current owner or operator of the site;
- a previous owner or operator of the site; and
- a producer or transporter of a substance that caused the contamination.

One or more of the above individuals may also be responsible for cleanup if an adjacent site becomes contaminated by a substance migrating from the original site.

There are, however, a number of exemptions. For more information on remediation liability, see [Fact Sheet 16, "Remediation Liability Overview"](#) and [Fact Sheet 18, "Remediation Liability and Transportation."](#) Please contact a lawyer with contaminated sites legal experience for further information on remediation liability.

What can I do to avoid liability and minimize risks associated with residential heating oil storage tanks?

If you buy a home with a heating oil tank, knowingly or not, you become potentially liable for any future cleanup costs.

Prospective purchasers may wish to:

- have the property inspected for fill pipes, vent pipes, feed tubes, etc.
- have purchasing offers subject to inspection by a building inspector and/or underground storage tank locator
- have an environmental consultant provide an estimate for removal, investigation and/or remediation and include this as a discount on the purchase price
- include the tank removal and remediation as a condition of sale

If you currently own a home with a heating oil tank you may also become liable for future cleanup costs.

Property owners may wish to:

- have their property inspected, in order to identify any heating oil tanks and to minimize the risk of leaks or spills
- retain a qualified environmental professional to investigate their property during the removal of a heating oil tank and have the professional prepare a report indicating that the property meets ministry standards via ministry endorsed methods

What should you do if there is an abandoned heating oil storage tank on your property?

Unused or abandoned heating oil storage tanks should be properly decommissioned by a qualified contractor. Requirements for the decommissioning of out-of-service underground storage tanks are described in the BCFC and the federal Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations. Note that the ministry normally would become directly involved only if the site poses a high risk to human health or the environment.

What should you do if your heating oil tank has leaked?

If your heating oil tank has leaked, you should take immediate action to stop the leak and clean up the impacted area. Section 4.1.6.3(2) of the BCFC requires a property owner to take all reasonable steps to recover escaped flammable or combustible liquids and to remove or treat contaminated soil located on the property. If the tank is unused or abandoned, any remaining heating oil should be removed by a qualified contractor and taken to an approved facility for disposal. If your property is on well water, we recommend that the water quality be tested to ensure it has not been affected by the leaking oil.

Independent remediation

Independent remediation is often undertaken by a property owner or other responsible person to improve the environmental quality of a property contaminated by a leaking heating oil tank. This

process involves removing contaminated soil, followed by the collection of soil samples by a qualified professional and laboratory analysis to confirm that all the contaminated soil was removed. Anyone undertaking independent remediation must provide written notice to the Director of Waste Management. If a Notification of Independent Remediation is received by the ministry for a site, it is noted on the Site Registry and is available for public viewing.

For more information on independent remediation refer to [Fact Sheet 21, "Requirements for Independent Remediation"](#) and [Administrative Guidance 9, "Independent Remediation of Contaminated Sites."](#) For more information on the Site Registry refer to [Fact Sheet 20, "The Site Registry."](#)

Notifications of offsite migration

If, during investigation or independent remediation, it is determined that one or more substances has migrated (or is likely to have migrated) to a neighbouring property and is causing (or is likely to cause) contamination of that property, the neighbouring property owner must be notified within 15 days of the responsible person becoming aware of the situation. A copy of this notification must also be sent to the Director of Waste Management.

For more information on offsite migration notification requirements refer to [Fact Sheet 34, "Requirements for Responding to Offsite Contaminant Migration."](#)

What are my options for soil disposal or relocation?

Contaminated soil can be sent to a facility preauthorized to accept soil up to maximum concentrations of contaminants. If the receiving facility is not authorized to accept contaminated soil, a Contaminated Soil Relocation Agreement

may be required. Section 55 of the Act and sections 40–46 of the Contaminated Sites Regulation specify requirements for such soil relocation. [See Fact Sheet 41, "Relocation of Soils from Contaminated Sites"](#) for more information.

How can I obtain a contaminated sites legal instrument for my site?

Although not a requirement, a property owner may wish to obtain a legal instrument such as a Certificate of Compliance, which certifies that a site has been remediated to the environmental quality standards of the Contaminated Sites Regulation.

Almost all applications for contaminated sites legal instruments must be submitted with the recommendation of a person on the [Roster of Approved Professionals](#). Details on the Roster are on our website.

Please consult [Fact Sheet 28, "Overview of the Ministry's Contaminated Sites Services"](#) if you would like to review our contaminated sites services application process.

Are owners required to submit remediation reports to the ministry?

The ministry would normally only require the submission of site investigation or remediation reports if the site owner is applying for a contaminated sites service. Professionally endorsed reporting may be a requirement of the local government, insurance agency or lender, however in most cases these reports do not require ministry review.

Note: This summary is solely for the convenience of the reader. The current legislation and regulations should be consulted for complete information.

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