



New Site Profile Processing Procedure

Effective June 1, 2010, site profiles and release requests received by the ministry will be processed according to the new document, "[Procedures for Processing Site Profiles](#)". It describes how a Director makes decisions on the requirement for site investigations and on issuance of release notices for applications to local government, for example, for rezoning.

Site profiles and release requests received before June 1, 2010 will be addressed using the current process. All of the documents mentioned in this update will be amended to reflect the new procedures and will be found on our website under the key topic, "[Site Profiles](#)".

What is the purpose of the new Procedure?

The Procedure will be used by ministry staff as guidance when administering site profiles and as a training tool for new staff. The new procedures will streamline the administration of site profiles, provide transparency and consistency in the decision-making process and minimize staff time spent facilitating releases. The Procedure will allow ministry staff to focus more on high risk sites and compliance initiatives.

Will the site profile process change?

The legal and regulatory requirements for site profiles will not change. For more information about the site profile system and freeze and release provisions, refer to [Fact Sheet 19](#) and [Fact Sheet 37](#), respectively.

The new Procedure will change the way the Director applies the existing release provisions listed in the *Local Government Act*, *Land Title Act*, *Islands Trust Act* and *Vancouver Charter*. Two examples of these changes are as follows:

- The Procedure allows for the use of a "no site investigation required" decision when the proponent has shown that site investigation was completed at a site before submission of a site profile.
- The release scenarios described in the Procedure define specific criteria that must be met in order to obtain a release notice from the Director. These include, for example, the Director being provided evidence that the site in question is not a high risk site.

Note

Example letters have been created for use by applicants requesting either a "no site investigation required" decision or a release of specific authorizations to be granted by local government. These letters will also be available on our website under the key topic, "[Site Profiles](#)".

For information on completing and submitting site profiles and requesting release of local government authorizations, refer to Administrative Guidance 1, "[Completing and Submitting Site Profiles](#)" and Administrative Guidance 6, "[Site Profile Decisions and Release Requests Where Local Government Authorizations are Required](#)".

How will this affect persons requesting local government authorization releases?

In some situations, a person will be required to provide more information to the Director than is currently required, before issuance of a release notice.

When a release is granted under the “receipt and acceptance of independent remediation” clause, a person may also need to meet additional conditions or requirements set by the Director under section 54(3)(d) of the *Environmental Management Act*.

How will the new Procedure affect local government and approving officers?

Local government and approving officer responsibilities for assessing and forwarding site profiles to the ministry will not change. For more information, refer to Administrative Guidance 2, “[Site Profile Processing Requirements for Municipalities and Approving Officers](#).”

The procedure will change the role of local government and approving officers with regard to facilitating releases. According to the Procedure, approving authorities will no longer be relied on to withhold building or occupancy permits to facilitate certain releases. The responsibility for compliance and enforcement of release conditions will fall on the ministry.

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.