



TO: Qualified Environmental Professionals, Land Owners and Developers
FROM: Development Services
DATE: September 28, 2015

RE: Terms of reference for Site Bio-inventory

The District of Squamish (District) Official Community Plan (OCP) recognizes the value of Squamish’s natural assets and proposes policies to protect the natural environment. The District Land Development Procedures Bylaw (Bylaw No. 2229, 2012) states that land development applications must be accompanied by supporting documents as listed in the application forms, which includes a Site Bio-inventory report. The report shall establish the suitability of the land for development and any required mitigation measures.

Further, under the provisions of Section 86 of the *Land Title Act*, the Approving Officer – when approving a subdivision on land with environmentally valuable resources (EVRs) – may require a Site Bio-inventory and/or require the subdivider to enter into a covenant to establish mitigation requirements.

Each lot is unique and carries unique requirements which require the judgment of the Qualified Environmental Professional (QEP) completing the assessment. The following is intended to provide general terms of reference for typical requirements when completing Site Bio-inventory reports in the District of Squamish.

A Site Bio-inventory prepared by a QEP may be required for subdivision, rezoning, and certain development permit proposals. If all of the items in the Preliminary Site Survey are answered “no”, a Detailed Site Bio-inventory is not necessary. Note that the Site Bio-inventory does not substitute a riparian report. For sites which fall within Development Permit (DP) Area 11, all DP Area 11 requirements must be adhered to and these requirements are separate from the Site Bio-inventory.



Terms of Reference:

General:

(i) Step 1: Preliminary Site Survey

- a. The QEP must begin with an initial screening of the site, as per the procedure for Preliminary Site Surveys outlined in Appendix B of Develop with Care 2014: *Environmental Guidelines for Urban and Rural Land Development in British Columbia* (Develop with Care 2014 Guidelines).
- b. The Preliminary Site Survey (Table B-1 of Appendix B) must be conducted by a QEP and be submitted with the land development application and be signed and stamped by the QEP.
- c. If all of the items in the Preliminary Site Survey are answered “no”, a Detailed Site Bio-inventory is not necessary
- d. If any of the items in the Preliminary Site Survey are answered “yes” or “unknown”, then there are two options:
 - i. Option 1: A detailed site inventory may not be needed if the development could be designed so that there are no impacts to the EVRs. A brief report is required describing the EVR(s) identified, where they are located, and how they will be protected. Refer to the Develop with Care 2014 Guidelines Section B-2 for more information.
 - ii. Option 2: More information is needed on the possible impact to or presence of EVRs. Proceed to Step 2: Detailed Site Bio-inventory.

(ii) Step 2: Detailed Site Bio-inventory

- a. If Step 2 is required, the Detailed Site Bio-inventory must be conducted in accordance with the procedures and guidelines set out in the Develop with Care 2014 Guidelines.
 - b. The Detailed Site Bio-inventory must be completed by a QEP and submitted with the land development application.
 - c. The Detailed Site Bio-inventory is comprised of the following:
 - i. Background information for the Detailed Site Bio-inventory (Table B-2)
 - ii. Detailed Site Bio-inventory Summary Report Checklist (Table B-3)
 - iii. Detailed Site Bio-inventory Summary Report, which shall follow the format of Table B-3 in Appendix B of Develop with Care 2014.
- (iii) Depending on the complexity of the site, scope of development under consideration, availability/quality/reliability of background information and field data, the degree of judgment on which the assessment is based, QEP’s training/experience and the capability of the Approving Authority to review and respond, an independent peer review may be required by the District. Costs of the peer review are to be borne by the developer.
- (iv) Typically a draft Detailed Site Bio-inventory, if required, should be submitted for District review. The final report must be signed and sealed by the QEP.



Land Use Application:

- (i) The report must include a full description of the proposed land use(s) including the number, type and zoning of lots and/or units. The report must be accompanied by a site plan showing the full scope of the proposed land use.
- (ii) The report must contain a legal description of the subject parcel(s).
- (iii) The report must be no older than two years from the date of application.

Mitigation and Restoration Measures:

- (i) The report must specify all mitigation and restoration measures recommended for the proposed development of the site.
- (ii) Mitigation and restoration measures shall follow the latest version of the Ministry of Environment's Environmental Mitigation Policy and Procedures for Mitigating Impacts on Environmental Values.
- (iii) Upon approval from the District, Section 219 covenants for conservation may be required to be registered on title establishing appropriate conservation measures and indemnifying the District.

The Qualified Environmental Professional (QEP):

- (i) The QEP must be registered as a Professional Biologist (RP Bio) with the BC College of Applied Biology in a relevant and appropriate discipline.
- (ii) The QEP must have developed demonstrable experience and expertise in the applicable matter and discipline.
- (iii) It is the responsibility of the RP Bio to determine whether he/she is qualified by training or experience to undertake and accept responsibility for Detailed Site Bio-inventory Summary Reports for proposed developments (CABBC Code of Ethics Principle 2).
- (iv) The QEP must hold valid professional liability insurance.

Exceptions:

- (i) At the discretion of the General Manager, the requirement for a Site Bio-inventory may be waived for instances where site works are not required, such as rezoning applications to allow for a change in use in an existing building.

Please refer to the Ministry of Environment's Develop with Care for more information: <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/laws-policies-standards-guidance/best-management-practices/develop-with-care>