



TO: Qualified Environmental Professionals, Landowners and Developers
FROM: Development Services
DATE: March 23, 2022

RE: Terms of Reference for Environmental Management Plans

Introduction

The District of Squamish (District) requires an Environmental Management Plan (EMP) to accompany development permit applications where DPA1 is applicable per Section 34.5 (e) of the Official Community Plan (OCP). The EMP is to be prepared by a Qualified Environmental Professional (QEP) and can be submitted as a separate document with the application package, or mitigation measures incorporated into the a Bio-inventory or Preliminary Site Survey Report.

The EMP must clearly demonstrate how mitigation measures will be implemented during development to protect the Environmentally Valuable Resources (EVRs) identified by the QEP during the site bio-inventory or preliminary site survey. Recognizing that EVRs may differ slightly based on location, the District requires a level of detail that is appropriate for the proposed development activity. Measures outlined in the EMP are expected to follow best management practices (BMPs).

The following is intended to provide general terms of reference for typical requirements when preparing EMPs in the District of Squamish.

Terms of Reference


The following report structure and content is recommended by the District for standalone project EMPs. If mitigation measures will be incorporated into Detailed Bio-inventory or Preliminary Site Survey Reports (as opposed to a standalone document), the following sections should be considered and incorporated where applicable. Depending on the context and scale of the project, some content may not be required and in some other cases, additional information may be requested.

1) Introduction

- Provide an overview of the current site uses and history, as well as surrounding uses
- Provide an overview of the development proposal, type of development application, and any relevant past or future development approvals.
- 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.
- The report must contain a legal description of the subject parcel(s).

2) Summary of Biophysical Inventory

- Summarize the results of the biophysical inventory

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- 3) **Summary of Potential Impacts**
 - Summarize the potential impacts to identified EVRs
 - 4) **Mitigation Measures**
 - Describe how the EVRs will be protected from disturbance during construction based on industry, federal and provincial best practices.
 - Subsections to include (but not limited to):
 - i. General measures
 - ii. Fish and Fish Habitat and Riparian Areas
 - iii. Wildlife and Wildlife Habitat
 - iv. Species at Risk
 - v. Vegetation
 - vi. Invasive Species
 - vii. Erosion and Sediment Control (if not included on a separate plan)
 - viii. Ground and Surface Water Management
 - ix. Machine Operation
 - x. Spill Containment
 - 5) **Environmental Monitoring and Reporting Requirements**
 - 6) **Closing and QEP Signoff**
 - 7) **References**
 - 8) **Appendices**

Qualified Environmental Professional (QEP)

- The QEP must be registered as a Professional Biologist (RPBio) with the BC College of Applied Biology in a relevant and appropriate discipline.
- The QEP must have developed demonstrable experience and expertise in the applicable matter and discipline.
- It is the responsibility of the QEP to determine whether they are 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).
- The QEP must hold valid professional liability insurance.
- Additional QEPs or professionals may be required to support an ESA DP application including professionals registered with the BC Society of Landscape Architects (BCSLA), the Association of Professional Engineers and Geoscientists of British Columbia (APEG), the British Columbia Institute of Professional Agrolgists (BCIA), the Association of BC Forest Professionals (ABCFP), and the International Society of Arboriculture (ISA).

Exceptions

At the discretion of the General Manager, the requirement for an EMP 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.