



TO: Qualified Environmental Professionals, Land Owners and Developers  
FROM: Development Services, District of Squamish  
DATE: April 15, 2021

**RE: Terms of reference for Invasive Species Management Plans**

The District of Squamish 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 map of invasive species and a Site Bio-inventory report. Site Bio-inventory reports often identify removal of invasive plant species as an opportunity for restoration. Invasive species are further governed by guidelines and requirements within the District's Development Permit Area 1 (Bylaw No. 2500, 2017), Soil Management Bylaw (Bylaw No. 2641, 2018) and Invasive Species Management Bylaw (Bylaw No. 2786, 2020).

The Invasive Species Management Bylaw prohibits treatment of invasive species that does not conform to methods endorsed, established or published by the Sea to Sky Invasive Species Council or the Invasive Species Council of BC, or as advised by a Qualified Environmental Professional (QEP) and accepted by the District's Environmental Staff. This bylaw also prohibits disposal of invasive species that does not comply with the District's Invasive Plant Disposal Protocol (approved by the Director), in accordance with methods endorsed, established or published by the Sea to Sky Invasive Species Council or the Invasive Species Council of BC or as advised by a QEP and accepted by the District's Environmental Staff.

This Terms of Reference document provides guidance to QEPs on the required content of an Invasive Species Management Plan.


**Terms of Reference:**

*Step 1: Site Survey and Invasive Species Identification*

- a. The QEP must conduct a site survey which includes walking the entire site and identifying, recording, mapping and, where appropriate, flagging invasive plant species.
- b. Within the District of Squamish, invasive species include those listed on the Sea to Sky Invasive Species Council Priority Species List. The QEP may also reference species listed as Noxious Weeds on the *Weed Control Regulation* pursuant of the *Weed Control Act*, and within the *Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation*.


*Step 2: Reporting*

- c. The Invasive Species Management Plan must be prepared and signed by a QEP, and must be completed no more than two years before the date of application.
- d. The Invasive Species Management Plan must contain, at a minimum, the following content:
  - i. Parcel Information
    - Civic address

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- Legal address
  - Parcel Identification (PID) number
  - ii. Background information
    - Summary of proposed development, including stripping of organics
    - Proximity to watercourses
  - iii. Methodology
    - Description of the invasive species assessment team, their qualifications and roles in the assessment
    - Date(s) of site inspection(s)
    - Methods used to survey the site
  - iv. Results
    - List of invasive species found
    - SSISC Management Category for each species
    - A summary of previous treatment, if applicable
  - v. Mapping
    - Site map clearly showing the location and expanse of invasive species
  - vi. Photos
    - One or more photos of each invasive species onsite (preferred) or example photos of each species
  - vii. Discussion and Recommendations
    - Description of each species, its potential negative impacts and any relevant information about its modes of reproduction and spread
    - Recommended site-specific treatment methods and BMPs, including:
      - Separation of invasive and non-invasive plant material
      - Treatment of soil and seed banks
      - Disposal methods
      - Transporting material
      - Cleaning machinery
      - Proposed replanting or sediment and erosion control measures, if applicable
      - If applicable, timeline for continued inspections and treatment
      - Monitoring
    - If knotweed is present on the property, detailed treatment recommendations will be required. These may include but are not limited to chemical treatment, deep burial, shallow burial in bunds or off-site disposal. A knotweed-specific timeline and monitoring should also be included.
    - If offsite disposal is proposed, provide the proposed offsite disposal location (subject to approval by the District of Squamish)

*Step 3: Submission and Review*

- a. Submit the Invasive Species Management Plan to the District of Squamish

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- b. 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.

**Additional Resources**

- District of Squamish Invasive Species Management Bylaw: [Squamish - Document Center \(civicweb.net\)](http://www.squamish.ca/civicweb.net)
- District of Squamish Invasive Plant Disposal Protocol: [https://squamish.ca/assets/ENVIRONMENT/07929bb0b1/Invasive\\_plant\\_disposal\\_protocol\\_DOS\\_1\\_90819.pdf](https://squamish.ca/assets/ENVIRONMENT/07929bb0b1/Invasive_plant_disposal_protocol_DOS_1_90819.pdf)
- Sea to Sky Invasive Species Council: <https://ssisc.ca/>  
Note: SSISC maintains a list of Priority Plant species and offers species-specific Fact Sheets
- Invasive Species Council of BC Fact Sheets: <https://bcinvasives.ca/resources/tips>
- Metro-Vancouver BMPs: <http://www.metrovancouver.org/services/regional-planning/conserving-connecting/invasive-species/Pages/default.aspx>