



TO: Qualified Environmental Professionals, Landowners and Developers
FROM: Development Services
DATE: April 25, 2022

RE: Guidelines for Environmental Monitoring Reports


Environmental Monitoring and Report Preparation

Environmental monitoring is to be carried out by a qualified professional with experience in environmental monitoring. The Environmental Monitor (EM) shall be a Qualified Environmental Professional (QEP) or have direct oversight by a QEP. Prepared reports are to be signed by the EM and/or QEP.

Monitoring Report Content

The following information shall be included in environmental monitoring reports for submission to the District of Squamish, unless otherwise approved.

- Date the report was submitted
- Period covered by the report
- Report recipient(s)
- Name(s) of EM(s)
- Property details
 - Address
 - Legal address
 - PID
 - Area
 - Zoning
- List relevant district permit(s) and senior agency approval number(s)
- Key contacts including the contractor(s) undertaking work during the reporting period
- Overall weather conditions during the reporting period
- Description and photos of key project activities
- Summary observations made by the EM

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- Collected water quality monitoring data (e.g., turbidity, pH, dissolved oxygen). Background levels to be reported with collected data.
 - An organized checklist or table of applicable permit conditions and/or key mitigation requirements of the Environmental Management Plan (EMP) verifying implementation and effectiveness at the relative stages of the project
 - Summary of environmental incidents and/or environmental issues or concerns raised by the EM and the measures taken to address those issues or concerns or actions required
 - Additional content which may be applicable to the project includes:
 - A summary of additional environmental monitoring data collected, and all results received during the reporting period
 - A map showing the location of the monitoring activities and the area of active construction.
 - Map showing location of key observations (e.g., location of bird nests, wildlife, incidents, etc.). Observation map can be as simple as Google pin drops if GIS support not available.
 - A list of meetings or other communications and a summary of key issues discussed

Report Submission

EM reports shall be submitted by email to environmentalreports@squamish.ca. Copy applicable staff members from the environment team (e.g., Environmental Specialist or Coordinator with direct oversight of the issued permit(s) and/or project file) on email submissions.

When submitting reports by **email**, please include the address or project name followed by the permit number in the subject line. E.g., **Environmental Monitoring Report for 1234 Cleveland Ave – SMP 0001**

IMPORTANT: If there is an urgent environmental issue or concern, please follow up report submission with a direct phone call to the Environmental Specialist or Coordinator overseeing the file. If no immediate response, the general Engineering Department line can be reached at 604-815-5012.

If there is an environmental emergency outside of business hours, the District of Squamish 24-Hour Report Line can be reached at 604-815-4040.



Attachment A: Sample Monitoring Report Template

DATE:
TO:
CC:
FROM:
RE:
REPORTING PERIOD:
REPORTING FREQUENCY: Eg., daily, weekly, monthly

PROPERTY DETAILS

Address:
Legal Address:
PID:
Area:
Zoning:

RELEVANT PERMITS

- Tree Management Permit No. #####
- Soils Management Permit No. #####
- Development Permit No. #####

KEY CONTACTS

Include list or table of key contacts, role, company, email, and phone number.

WEATHER

Include a summary of the weather over the reporting period. Include precipitation and temperature.

SUMMARY OF WORKS

Include a table or list of works over the reporting period. Include the date range of each activity.

PHOTOS

Include photos representing observations. EM may choose to include photos as an appendix.

SUMMARY OF OBSERVATIONS

Provide a summary of site observations. Include summary table of water quality observations.



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Table 1 Sample Water Quality Table

Sample Location	Turbidity (NTU)		pH		Dissolved Oxygen (mg/L O ₂)		Comments
	Background	Sample	Background	Sample	Background	Sample	
Station 1							<i>Compliant or non-compliant and why</i>
Station 2							
Station 3							

COMPLIANCE LOG

Permit Condition or Mitigation Measure	Status	Action
E.g., Noise Control: Works are to conform to the District of Squamish's Noise Bylaw (Bylaw No. 2312, 2014). The duration and level of noise is to be minimized whenever possible.	<i>Comment if condition or mitigation measures is compliant or outstanding.</i>	<i>Outline required actions.</i>



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ENVIRONMENTAL ISSUES OR CONCERNS

List environmental issues and/or concerns and outline the measures taken to address those issues or concerns or actions required.

CLOSING AND SIGNOFF

EM and/or QEP signoff including signature.

APPENDICES

May include map, additional photos, additional collected monitoring data, correspondence, meeting summaries, etc.