Terms of Reference: Construction Environmental Mitigation Plan

The City of Colwood may require a Construction Environmental Mitigation (or Management) Plan as part of an environmental development permit area (DPA) application.

Colwood has four environmental DPAs (Riparian, Marine Shoreline, Sensitive Ecosystems, and Hillsides) each with its own set of DPA guidelines. The subject DPA guidelines should be reviewed to inform the recommendations of the Construction Environmental Mitigation Plan.

Purpose and Scope of the Plan

The purpose of the Construction Environmental Mitigation Plan is to plan the best management practices and on-site controls to avoid environmental damage during the demolition, site prep, and construction of a development.

The scale and scope of the report will be different according to the development proposal. Small developments may require less detail than a large development with expansive impervious surfaces situated closely to environmentally sensitive areas.

The City may have required other reports to support the development application, such as a *Site Adaptive Design Plan*, an *Ecological Restoration and Habitat Enhancement Plan*, or an *Arborist Report*. If the development site is located in the Riparian DPA, an assessment report prepared by a QEP will be submitted. The consultant should read these plans and/or communicate with the subject-matter professionals about construction mitigation.

Who can prepare the report?

In the Riparian DPA, a Qualified Environmental Professional (as defined in the Glossary of the Official Community Plan) may be required to provide input to the plan. For other environmental DPAs, a professional, or professionals, acting within their area of expertise, and in good standing with a regulatory body may prepare, sign, and seal the report, such as members of the following:

- College of Applied Biologists
- British Columbia Institute of Agrologists

- Professional Engineers and Geoscientists British Columbia
- Forest Professionals BC
- British Columbia Society of Landscape Architects

Other members of the consulting team may include:

- A member of the Sediment and Erosion Control Association of BC
- An arborist certified by the International Society of Arborists
- A Certified Wildlife/Danger Tree Assessor
- A member of the Association of British Columbia Land Surveyors

Required Content:

1. Identification of the potential impacts of the proposed construction from site prep to the time of occupancy. Address any uncertainties (such as unseasonal precipitation) and their associated risks.
2. Identify any regulatory requirements for managing these impacts.
3. Prioritize a response according to the following mitigation hierarchy (Province of BC's Environmental Mitigation Procedures, 2014) with level 1 being the best approach:
    I. **avoid** impacts on environmental values and associated components by considering siting, timing, tools/techniques, or not proceeding to negate an impact
    II. **minimize** impacts on environmental values and associated components by considering siting, timing, tools/techniques, or not proceeding to partially avoid impacts
    III. **restore** on-site the environmental values and associated components that have been impacted
    IV. **offset** impacts (on-site) on environmental values and associated component (this may require consideration of variances before the City will entertain this approach)

4. A description of the best management practices (BMPs) planned to avoid damage to the environment such as:
    - erosion and sediment control
    - spill management
    - timing windows (such as the fisheries window)
    - protective fencing
    - signage
    - monitoring of wildlife trees or other active habitat
    - soil compaction protection measures
    - all pertinent measures recommended by the project QEP in the case of a Riparian DPA **must be** included.
5. An 11 x 17 (maximum) site plan of all proposed on-site works, such as sediment and erosion control measures, fencing, signage, etc. Include contours (maximum 2-metre interval).
6. A schedule for pre-construction tailgate meetings, inspection of the installation/implementation of BMPs, monitoring of functioning of BMPs, monitoring wildlife trees or other active habitat, and removal of on-site controls. Include a site visit with City staff to inspect installed mitigation measures before site preparation.
7. A description of contingencies in the event of the failure of BMPs to avoid damage or unforeseen impacts. Include details of water quality standards and sampling parameters.
8. A description of any site restoration works that may be needed at the end of construction, such as:
    - revegetating and/or mulching of exposed soils
    - irrigation
    - cleaning of ditches
    - soil amendments

9. A communications plan between the developer, the general contractor, the environmental monitor, senior government (if applicable), and the City. Include a site visit with City staff to inspect installed mitigation measures before site preparation

10. A description of parameters for regular environmental monitoring as well as following rainfall events, BMP failures, or spills, standards (such as water quality), documenting (including photographic evidence), and reporting; include final reporting on the results of the plan at the time of occupancy.

Useful Resources

- *Erosion and Sediment Control Manual* (Prov of BC, 2022)
- *Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia* and *Develop with Care Factsheets* (BC Ministry of Environment)
- *Coastal Zone Stewardship: A Guide for Planners, Builders and Developers* (Stewardship Centre for BC)
- *Guidelines for Raptor Conservation During Urban and Rural Land Development in BC* (BC Ministry of Environment
- *A Developer's Guide: Watershed-Wise Development* (Capital Regional District)
- *Erosion Prevention & Sediment Control* (Capital Regional District webpage)