

GUIDELINES

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Assessment Report Guidelines Riparian Areas Regulation – Qualified Environmental Professional – Assessment Report RAR-QEP-AR

A complete Assessment Report document includes two general sections:

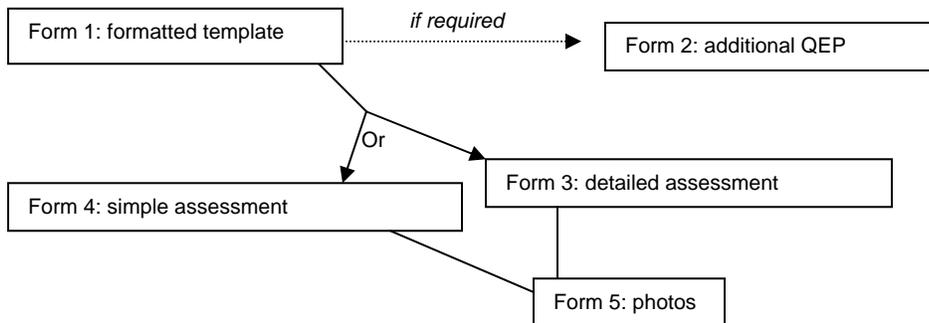
1. Database information

The database information contains five components plus additional pages. These components are the contact information for all the qualified environmental professionals and the property developer, development information and the location of the proposed development. Use Form 1 and Form 2 for the database information.

2. Assessment information

The assessment information contains the chapters on the description of the fisheries resource values, results of the riparian assessment, the site plan, environmental monitoring and professional opinion. This section of the report can be several pages in length and is composed of formatted chapter pages, text, electronic version of the site plan, document reports on specific issues for the development, and digital photos. *It is suggested that site plans and document files (e.g. report on slope stability) be converted to PDF files before including in the PDF version of the Assessment Report.* This should, for example, maintain appropriate formatting features of site plans. The forms used for the assessment information are Form 1, Form 3 or 4 and Form 5.

Figure 1. Schematic Assessment Report Compilation.



Form 1 Database

Primary, secondary and additional qualified environmental professionals

Enter the name of the primary QEP, their "Designation," "Registration #"; refers to the professional association that the QEP is affiliated with and their number; email, company name, mailing address and phone number. The email of the primary QEP must be current as it will be used to send the notification of the report. For additional **secondary** QEPs use the **Form 2**.

Developer

Enter the developer's name, email, company name, mailing address and phone number.

Development

GUIDELINES

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

- Enter the “Development Type” from the following list:
 - Subdivision: 6 or less Single Family Lots
 - Subdivision: > 6 lot Single Family
 - Subdivision: 3 or less lots Multi family
 - Subdivision: > 3 (3 or more) lots Multi family
 - Subdivision: Commercial
 - Subdivision: Industrial
 - Construction: Single Family Residential
 - Construction: Low density (< 15 units per ha) Multi family Family Residential
 - Construction: Med density (1635 units per ha) Multi family Family Residential
 - Construction: High density (> 36 units per ha) Multi family Family Residential
 - Construction: Commercial
 - Construction: Residential/Commercial
 - Construction: Light Industrial
 - Construction: Heavy Industrial
 - Utility/Service Corridor
 - Accessory Buildings
 - Decks
 - Strata Development
 - Schedule 2 Contaminated Site Review
 - Rural Residential: Outside of Municipality
 - Recreational
 - Landscaping, including fencing, retaining walls, and parking lots
 - Other
- “Area of Development”, in hectares, is the size of the footprint or impact of the proposed development.
- “Lot Area” is the size of the property, in hectares, under development.
- “Riparian length,” in meters, is the length of the riparian area in the lot.
- “Nature of Development” enter either “New” (i.e. ‘greenfield’) or “Redevelopment” (i.e. ‘brownfield’)
- “Proposed Start Date/Proposed End Date” (entered as year, month, and day (yyyy-mm-dd)) indicates the time frame in which the development will take place.

Location of Proposed Development

- Enter the address of development
- Identify the local government municipality or regional district.
- “Stream/River” name, if the stream is unnamed then provide the name of the parent stream formatted as “‘parent’ stream - unnamed tributary.”
- “Legal description” is the nine digit parcel identification number (PID). This information is listed on the annual assessment for the property, certificate of title or land tax notice.
- Choose “Stream/River Type” stream, lake, ditch or wetland, or the appropriate combination of waterbodies.
- Identify the Ministry “Region” and the “DFO Area”
- “Watershed code” is a unique identifier for each stream/river, see <http://srmapps.gov.bc.ca/apps/fidq/> to find the watershed code.
 - **If the stream/river is does not have a watershed code** select the parent stream/river followed by a comma and the UTM of the stream from the most downstream location within the lot. An example of Dryden Creek unnamed tributary (Squamish River Watershed) WSC 900-097600-07500-11900,10,490193,5512451.
- Enter the “latitude” and “longitude” geographic coordinates as degrees, minutes and seconds from the center of the proposed development. For the above example: 49° 45’ 52” and 123° 8’ 10”

Table of Contents for the Assessment Report

This page, on Form 1, lists the sections of the RAR-QEP-AR that must be included with the report and can be used as a check list for completion. Each section is described below. Refer to the Assessment Methods for further information.

GUIDELINES

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Section 1. Description of Fisheries Resources

Attach summary description of the **existing fisheries resources** such as species of fish that frequent the waterbody, fish habitat present (for example, spawning, rearing, over-wintering or migration). Include a description of **proposed development activities** and the current state of the riparian assessment area.

Section 2. Results of Riparian Assessment Area (SPEA width)

The results of the Riparian Assessment, as determined using a detailed or simple assessment, provide the SPEA width for the subject parcel of land.

Throughout the detailed and simple assessment there are signature boxes with the legal text. The appropriate QEP must complete the information for each component that they were involved with.

Detailed Assessment (Form 3)

Use enough copies of this form to complete all the reaches of the stream(s) in the proposed development area. Refer to the Assessment Method for details.

Simple Assessment (Form 4)

Use enough copies of this form to complete all the areas of the streams(s) in the proposed development area.

Attach orthophoto of the assessment area jpg file which clearly shows the elements outlined in Chapter 2 of Assessment Methods. This photo should be saved so that the recipient (who downloads the report) can view all information on it. Since the final version of the report must be submitted as a PDF file, the orthophoto could be saved as a PDF and inserted into the PDF version of the report. If Orthophotos are not available air photos can be used

Orthophotos are available at:

<http://srmwww.gov.bc.ca/bmgs/catalog/orthophoto/>

Air photos are available at:

<http://srmwww.gov.bc.ca/bmgs/airphoto/index.html>

Section 3. Site Plan (Form 1)

Attach Site Plan, jpg file, with the elements outlined in section 1.1.4 of assessment methods. The site plan should be saved so that the recipient (who downloads the report) can view all information on it. Since the final version of the report must be submitted as a PDF file, the site plan could be saved as a PDF and inserted into the PDF version of the report.

Section 4. Measures to Protect and Maintain the SPEA (Form 1)

Attach text or document files, as needed, for each of elements outlined in section 1.1.4 of assessment methods. It is suggested that all documents be converted to PDF *before* inserting into the PDF version of the assessment report. The signatures boxes must be completed for each measure discussed by the QEP responsible for that portion of the assessment.

Section 5. Environmental Monitoring (Form 1)

Attach text or document files explaining the monitoring regimen. This should include the actions required, the monitoring schedule, and a communications plan.

Section 6. Photos (Form 5)

Attach relevant photos (e.g. jpg files) of the assessment area with captions for inclusion in the assessment report.

GUIDELINES

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Section 7. Professional Opinion (Form 1)

This section is completed by all the qualified environmental professionals involved in the riparian areas assessment.

All QEPs involved in the assessment will need to maintain a signed and sealed copy of their report on file.

By submitting this report and generating a notification to a local government as a QEP you need to recognize that your report will be relied upon by a local government, the Ministry of Environment and Fisheries and Oceans Canada.

The complete riparian areas assessment report, based on the template forms, must be in a *single* PDF file format before posting to the Notification System.