

# Report to Council



**Date:** August 22, 2022  
**To:** Council  
**From:** City Manager  
**Subject:** Amendments to the Development Applications and Heritage Procedures Bylaw for Landscaping Procedures  
**Department:** Development Planning

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**Recommendation:**

THAT Council receives, for information, the report from the Development Planning Department, dated August 22, 2022, with respect to amending the Development Applications and Heritage Procedures Bylaw for changes to the landscape procedure requirements;  
AND FURTHER THAT Bylaw No. 12423 being Amendment No. 1 to the Development Applications and Heritage Procedures Bylaw be advanced for reading consideration.

**Purpose:**

That Council receives the report from the Development Planning Department regarding amendments to the Development Applications and Heritage Procedures Bylaw to change requirements in the landscaping procedures.

**Background:**

The Development Application and Heritage Procedures Bylaw sets out the terms and conditions for the processing of development applications. It sets minimum criteria for development proposal drawing packages, provides requirements for notification to adjacent property owners, public advertisements, and requirements for the posting of development notice signs. The first phase of updates to the bylaw were recently completed in November of 2021.

*Previous Council Resolution*

Resolution	Date
R0416/22/06/13 THAT Council receives, for information, the report from the Development Planning Department, dated May 30, 2022, with respect to urban tree canopy enhancement options; AND THAT Council directs staff to investigate the implementation requirements for the preferred six actions and report back to Council.	June 13, 2022

**Discussion:**

Staff are proposing updates to the landscaping process as part of the 2040 Official Community Plan (OCP) implementation and in conjunction with the proposed Tree Protection Bylaw No. 8041. The changes are primarily procedural in nature and involve the monitoring and inspection of landscaping plans associated with development applications. The notable changes are as follows:

- Require British Columbia Society of Landscape Architect (BCSLA) Schedules of Assurance as part of the landscape planning and construction process. This is to ensure landscaping is completed as per Council or staff approved Development Permits;
- Change in security bond procedures and fund release to properly address and remedy deficiencies; and
- Provide for additional security bonding options by allowing surety bonds.

The addition of Schedules of Assurance into the landscaping approvals and permitting process provides the City with an additional tool to ensure that landscaping is constructed in compliance with approved plans. It assigns responsibility to the consulting landscape architect to review and approve construction drawings and monitor throughout construction and completion of the project. This provides additional check points throughout the process, for staff and developer, that can help avoid potential issues at the final stages of the project. Minor changes to the requirement for security bonding release are also proposed which will help ensure that any deficiencies at the time of inspection, such as missed trees or reduced number of trees, are corrected appropriately prior to full release of the funds. Further, a form of security bonding (surety bonds) has been added to allow developers an additional option for securing monies.

**Conclusion:**

Staff are proposing "Phase 2" of ongoing updates to the Development Application and Heritage Procedures Bylaw. These updates are largely intended to accommodate the 2040 Official Community Plan implementation and associated with the proposed updates to the Tree Protection Bylaw.

***Legal/Statutory Authority:***

Part 14, Division 2, Section 460 of the Local Government Act.

**Internal Circulation:**

Office of the City Clerk  
Building and Permitting Department

Submitted by: W. Miles, Planner Specialist

**Reviewed By:** Dean Strachan – Community Planning & Development Manager  
**Approved for Inclusion:** Terry Barton – Development Planning Department Manager

cc:  
Office of the City Clerk  
Building and Permitting Department