



## Policy Manual

<b>POLICY TITLE:</b> Landscape Security Policy		<b>POLICY #</b> D08C-01
<b>AUTHORITY:</b>	Legislative Administrative ✓	<b>EFFECTIVE DATE:</b> <b>REVIEW DATE:</b>
<b>ISSUED BY:</b>	Director of Administrative Services	<b>APPROVED BY:</b> Council
<b>DATE ISSUED:</b>		<b>DATE APPROVED:</b> April 16, 2013 <b>DATE AMENDED:</b>

### PURPOSE

To establish and communicate a protocol for landscape security required for Development Permit and Temporary Use Permit, addressing specifically the form, amount, and release of security upon inspection.

### POLICY + PROCEDURES

1. Landscape Plans must be prepared by a Landscape Architect or other Qualified Landscape Professional (QLP). In the case of riparian protection and enhancement works authorized under a permit on lands designated as DP Area 1 (Protection of the Natural Environment) or DP Area 11 (Protection of Riparian Areas), plans must be prepared or signed off by a Qualified Environmental Professional (QEP).
2. Landscape Plans must conform to the applicable landscape and screening guidelines within the Official Community Plan. All plant material and contractor's work must meet or exceed the standards of the B.C. Nursery Trades Association or the B.C. Society of Landscape Architects.

### COST ESTIMATE / SCOPE OF LANDSCAPE WORKS

3. The Landscape Architect, QLP or QEP is required to submit a written cost estimate of all Landscape Works for District approval. The cost estimate must detail all hard and soft Landscape Works in a unit price and quantity format and include a contingency amount.
4. The cost estimate should include, but is not limited to the supply and installation of:
  - a. Hard landscape elements: retaining walls, paving, fencing, any special features, lighting or hard materials;

- b. Soft landscape elements: growing medium, plant material and mulch;
- c. Landscape grading and drainage;
- d. Automatic irrigation system.

#### SECURITY

- 5. As a condition of issuing of a temporary use permit or development permit, the General Manager may require that the applicant provide security in an amount stated in the permit and in conformance with the District of Squamish Land Development Procedures Bylaw.
- 6. The Security shall be 100% of the approved cost estimate, in the form of a cash deposit or Irrevocable Letter of Credit (LOC) in the form and amount satisfactory to the District to ensure completion of all Landscape Works authorized under the permit.
- 7. The Letter of Credit must note the permit number, description of the property and scope of works involved under the LOC (i.e. hard and soft Landscape Works).
- 8. Securities in the form of Irrevocable Letters of Credit shall include an automatic renewal clause.

#### GENERAL MANAGER DISCRETION

- 9. If the approved cost estimate is valued at \$25,000.00 or less, the security requirement, at the discretion of the General Manager.
- 10. For clarity, Section 9 does not apply to landscape security for riparian protection and enhancement works authorized and required under DP Areas 1 or 11.

#### WORKS TO BE ASSUMED BY THE DISTRICT

- 11. Any Landscape Works to be assumed by the District after construction are subject to review and approval under a Servicing Agreement and may be inspected by the District before and during construction.
- 12. Any Works on Municipal property shall be completed in compliance with District of Squamish Subdivision and Development Control

Bylaw No. 2212, 2012, unless otherwise approved under a development variance permit or development permit.

13. As-built drawings of the completed Works are to be provided to the Municipality and are required prior to release of the Security.

#### SUBSTANTIAL COMPLETION + INSPECTION

14. At Substantial Completion of the Landscape Works, the Landscape Architect, QLP or QEP shall inspect the project to verify the extent of completed Works and prepare a list of deficiencies, if any, to be rectified.
15. The Landscape Architect, QLP or QEP shall notify the District, in writing, upon verifying Substantial Completion and provide to the District a summary of deficiencies and estimated cost to complete the Works.
16. The District may engage a third party for review of completed Landscape Works at its discretion.

#### PHASED RELEASE OF SECURITY

17. The District may consider the phased release of a security for Landscape Works. A request for phased release of security must be included as part of the Development Permit that is approved for issuance by Council.
18. Phased release of security will be considered based on *Substantial Completion of each individual phase* of Landscape Works.

#### DEFICIENCY HOLDBACK & SECURITY DRAW DOWN

19. The cash deposit, Certified Cheque or Irrevocable Letter of Credit will secure any deficiencies or uncompleted Work. The security will be held until all Works are complete and all deficiencies are rectified.
20. The Owner has one (1) year to rectify any identified deficiencies and give notice that work is complete. If notification is not received within one (1) year the District may draw down the Security in order to complete the Works.

#### MAINTENANCE PERIOD

21. Upon notification of 100% completion, if all deficiencies have been rectified, ninety percent (90%) of the original Landscape Security will be released.
22. The remaining ten percent (10%) of the original landscape Security will be held as a maintenance holdback for a period of one (1) year from the date Substantial Completion is verified by the District.
23. During the maintenance period, the Owner is responsible for establishment maintenance, ensuring the project is in the same condition as at Substantial Completion, and correcting any functional flaws in the Works.
24. At the end of the maintenance period, the Landscape Architect, QLP or QEP shall notify the District, in writing, identifying any remaining maintenance deficiencies. After the maintenance deficiencies have been rectified, the remaining Security will be released.

#### DISTRICT INSPECTION FEE

25. If any District inspections are required (due to deficiencies), the cost for each inspection is \$250.00, and will be invoiced to the Owner. Additional inspection costs will be secured with the Security.

#### DEFINITIONS

**General Manager:** The person appointed as the General Manager of Development Services, Engineering and Operations and includes any person appointed or designated to act in his or her place.

**Landscape Architect:** A registered member of the B.C. Society of Landscape Architects.

**Landscape Works:** All hard and soft landscape works authorized under the approved development or temporary use permit, which many include but are not limited to landscape grading and drainage, growing medium, plant materials, mulch, retaining walls, paving, fencing, any special features and irrigation.



## Policy Manual

### LANDSCAPE SECURITY POLICY

Page 5 of 5

**Qualified Environmental Professional (QEP):** An applied scientist or technologist, acting alone or together with another qualified environmental professional, who is qualified under the Riparian Areas Regulation to carry out an assessment and certify an assessment report.

**Qualified Landscape Professional:** A landscape designer or contractor with local knowledge and demonstrated experience planning and implementing Landscape Plans to the approval of the General Manager.

**Substantial Completion:** The stage at which the project can be used for its intended purpose with the exception of minor deficiencies, and as verified by the Landscape Architect, other Qualified Landscape Professional (or QEP in the case of riparian protection and/or enhancement works).

**ATTACHMENTS** Land Development Procedures Bylaw 2229, 2012

**DISTRIBUTION** Online Policy Manual

RECORD OF AMENDMENTS	POLICY DATE	ISSUE DATE	REVIEWED	AMENDED