

# REPORT

## *Engineering Services*

**To:** Mayor Johnstone and Members of Council  
**Date:** March 10, 2025

**From:** Lisa Leblanc  
Director, Engineering Services  
Deputy CAO  
**File:** 05.1035.10  
(Doc# 2656174)

**Item #:** 2025-73

**Subject:** **Subdivision and Development Control Bylaw No. 7142, 2007, Miscellaneous Amendments Bylaw No. 8515, 2025**

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### **RECOMMENDATION**

*THAT Subdivision and Development Control Bylaw No. 7142, 2007, Miscellaneous Amendments Bylaw No. 8515, 2025 be introduced and given first, second and third readings.*

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### **PURPOSE**

To request that Council consider the recommendations for Subdivision and Development Control Amendment Bylaw No. 8515, 2025.

### **BACKGROUND**

The Subdivision and Development Control Bylaw (Bylaw No. 7142, 2007) regulates the subdivision of lands. It establishes standards for works and services for subdivision and building permit applications in the City and is provided for under the *Local Government Act*. The current bylaw was last amended in 2023 to offer miscellaneous amendments and clarity to the bylaw.

Staff are again proposing miscellaneous amendments to the Subdivision and Development Control Bylaw to reflect current best practices and further clarify the bylaw.

**ANALYSIS**

The City’s current practice is to use the Subdivision and Development Control Bylaw No 7142, 2007 to assess subdivision and building permit applications for servicing requirements. All works and services provided and constructed under the Subdivision and Development Control bylaw are designed per The City of New Westminster Design Criteria (Schedule B), Specifications and the Standard Detail Drawings.

**DISCUSSION**

Subdivision and Development Control Amendment Bylaw No. 8515, 2025 is provided in Attachment #1, and the summary of amendments is housekeeping in nature and includes items such as inserting minor wording changes for clarification purposes and adding cover pages to various sections throughout the bylaw.

The most significant update to the bylaw is related to the revision in Section 4.5 to allow for a letter of assurance as described below as part of the development application review process.

**DEVELOPMENT APPLICATION PROCESS REVIEW**

In 2022 a trial of an alternative form of security was initiated. Rather than a Letter of Credit, a Letter of Assurance was accepted as security. Council approved this trial by adopting Development Variance Permits for 831 6<sup>th</sup> Street and 602 Agnes Street projects on May 30<sup>th</sup>, 2022 ([link](#)) and June 10<sup>th</sup>, 2024 ([link](#)), respectively. As a follow-up from the trial used for the 831 6<sup>th</sup> Street (Uptown) affordable housing and 602 Agnes Street supportive housing projects, staff revised Section 4.5 of the Subdivision and Control bylaw to allow a Letter of Assurance from senior government as another form of security.

This Miscellaneous Amendments Bylaw No. 8515, 2025 submission implements the previously approved Development Application Process Review initiated to create more flexible deposit options for senior levels of government. Affordable housing project applications are usually funded by BC Housing, who prefers to use a Letter of Indemnity as security for works and services, enabling them to allocate limited provincial financial capacity more strategically. Many municipalities throughout the Lower Mainland accept BC Housing’s Letter of Indemnity. For past affordable housing projects, the City has accepted a Letter of Indemnity from BC Housing via a Development Variance Permit process, which has required additional staff time and resources. This change may also benefit other kinds of development applications involving other government bodies, such as healthcare and school projects.

**SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with the proposed miscellaneous amendments in this bylaw.

**FINANCIAL IMPLICATIONS**

There may be indirect cost savings associated with reduced staff time spent on bylaw administration as a result of the proposed miscellaneous amendment changes.

**INTERDEPARTMENTAL LIAISON**

Engineering Services, Engineering Operations, Legislative Services, and Planning and Development staff were consulted in developing these proposed bylaw amendments.

**OPTIONS**

The following options are for Council’s consideration:

- 1. THAT Subdivision and Development Control Bylaw No. 7142, 2007, Miscellaneous Amendments Bylaw No. 8515, 2025 be introduced and given first, second and third readings.
- 2. THAT Council provide Staff with other direction.

Staff recommend Options 1.

**CONCLUSION**

The proposed miscellaneous amendments to the Subdivision and Development Control Bylaw have been developed to reflect current best practices and to further clarify the bylaw.

**ATTACHMENTS**

Attachment #1 – Amendment Bylaw No. 8515, 2025

**APPROVALS**

This report was prepared by:  
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This report was reviewed by:  
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This report was approved by:  
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