



The Corporation of the District of Saanich

# Memo

**To:** Mayor and Council  
**From:** Lindsay Chase, Director of Planning  
**Date:** October 31, 2024  
**Subject:** Development Process Implementation – Delegation of Authority for 10% frontage Waiver to the Approving Officer and Deputy Approving Officers  
**File:** 2860-02 • Development Process Improvements and Implementation

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## RECOMMENDATIONS

That Council rescind Council Policy 99/321 “Subdivision Applications (Panhandle Lots) – Reduced Frontage” and that such rescission is to be effective on the date of the adoption of Subdivision Bylaw, 1995, Amendment Bylaw, 2024, No. 10048.

## PURPOSE

The purpose of this memo is to update Council that the Administrative Policy that provides evaluation criteria to be used by the Approving Officer and Deputy Approving Officers when considering 10% frontage waivers for panhandle lot subdivisions has been approved by the Chief Administrative Officer and the Leadership Team.

## DISCUSSION

At the June 10, 2024, Council meeting Council gave third reading of Subdivision Bylaw, 1995, Amendment Bylaw No. 10048 and withheld final reading pending approval of an Administrative Policy for “Subdivision Applications (Panhandle Lots) – Reduced Frontage. The Administrative Policy has been approved by the Chief Administrative Officer and Leadership Team. Council Policy 99/321 “Subdivision Applications (Panhandle Lots) – Reduced Frontage can be rescinded and Subdivision Bylaw, 1995, Amendment Bylaw, 2024, No. 10048 can receive Final reading.

Prepared by: Sarah de Medeiros, Subdivision Coordinator

Approved by: Lindsay Chase, Director of Planning

## Attachments:

Council Policy 99/321 “Subdivision Applications (Panhandle Lots) – Reduced Frontage”  
Administrative Policy for “Subdivision Applications (Panhandle Lots) – Reduced Frontage”

**ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Director of Planning.

Brent Reems, Chief Administrative Officer