

This document explains the new Servicing Officer role in Saanich and answers common questions about land dedication requirements.

A new section in the *Local Government Act (LGA)*, section 513.2, establishes a role of **servicing officer**. This is a person, designated by bylaw who has the legal authority to require, as a condition of issuing a building permit, a portion of land for highway use and for constructing and installing sustainable design features and transportation infrastructure.



Who is the servicing officer in Saanich?

In January 2026, Council designated the **Director of Engineering** and the **Manager of Development Services** to be the servicing officers in Saanich.



Why does Saanich need a servicing officer?

Recent changes to provincial legislation results in more density being permitted without the requirement for a subdivision or rezoning. The power granted to the servicing officer at building permit is similar to the power granted to the approving officer at subdivision. The creation of the servicing officer and the exercise of the servicing officer powers will ensure that increases in density can be supported by appropriate highway infrastructure.

How much land can the servicing officer require?

The servicing officer can require a landowner to provide a portion of land that must not be greater than:

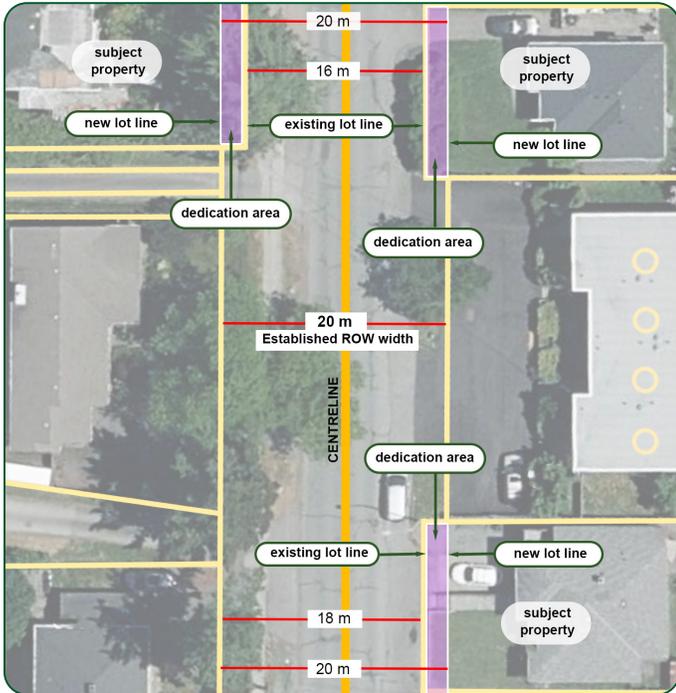
- 20 m in depth for a new highway; or
- The lesser of 10 m in depth and the difference between the current width of the highway and 20 m for an existing highway

If the servicing officer considers that, due to terrain and soil conditions, a roadway of a width of 8 m cannot, within the 20-metre limit referred to above, be adequately supported, protected or drained, they may require the owner to provide land of a greater width.

In addition to the land required above, the servicing officer may require the owner to provide up to an additional 5 m for the purposes of constructing and installing sustainable design features and transportation infrastructure that supports walking, cycling, public transit or other alternative forms of transportation.

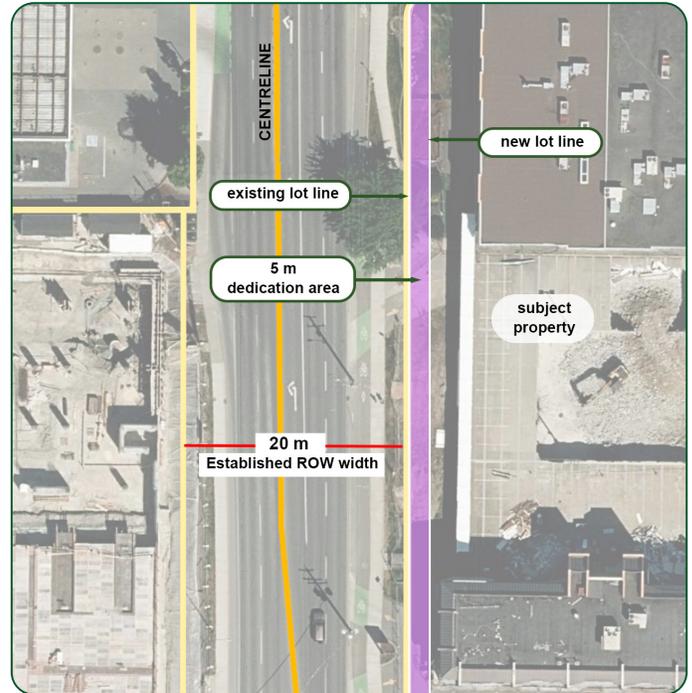
Examples of the Servicing Officer's authority

EXAMPLE A



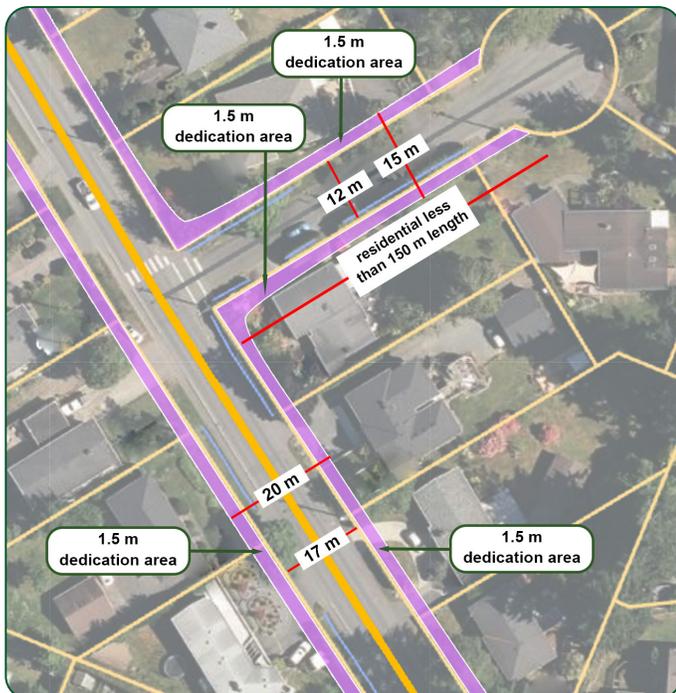
Land to align with existing established road right-of-way (ROW) width.

EXAMPLE B



Land up to and including an additional 5 metres in depth per frontage.

EXAMPLE C



Land up to limits identified in [Schedule B](#) and [Schedule H](#) to the [Subdivision Bylaw](#)

These example are intended to provide generic examples on how land dedications are calculated and does not necessarily represent what land may be required on your property. There are many unique configurations that exist within the District and it is recommended you contact Development Services prior to applying for a Building Permit.

Frequently Asked Questions

Do highways include streets and roads in Saanich?

Yes, the *Land Title Act* defines highway to include streets, roads, lanes and any other way open to public use.

How will a requirement for land dedication impact density on a lot to be developed?

Where a lot is reduced in size by a dedication for the purpose of creating a new highway or widening an existing highway, the remainder of that lot shall be deemed to conform to [Zoning regulations](#). If the lot is to be redeveloped, it shall be considered to exist as it did prior to the dedication, subject to the following:

- a. The area of the dedication does not exceed 20% of the original lot area; and
- b. The setback from the exterior side lot line, front lot line, front lot line – panhandle lot, interior side lot line, rear lot line is a minimum of 2.0 meters unless a lesser amount is permitted in the applicable zone.

Sections 'a' and 'b' above do not apply if the dedication occurs as part of a re-zoning or subdivision, or if the lot is rezoned after the dedication.

Where a lot is reduced in size by a dedication unit density and floor space ratio shall be calculated using the lot as it existed prior to dedication.

I am applying for a building permit. What should I do first?

Before you submit an application, we recommend you contact Development Services at development@saanich.ca (attn servicing officer) to confirm whether land will be required as a condition of your building permit. If land is required, you will need to hire a BC Land Surveyor to prepare a survey plan for registration with the Land Title and Survey Authority of BC. The deposited plan must be provided to the District prior to issuance of your building permit.

What if I disagree with the decision of the servicing officer?

The servicing officer is an administrative decision-maker and their decision is final.