



October 3, 2023

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED],

Re: Unauthorized works to property and municipal infrastructure
3224 LIVESAY RD * PCL A LT 13 SEC 16 RGE 6E SSD PL VIP1242 EXCPTPLN 13208
ZONED: A-1 / ALR

This letter is being in follow up to the inspection on September 22, 2023. The inspection confirmed the following bylaw contraventions (summarized):

Building Bylaw:

- New accessory building being built without a permit
- Coverall building built without a permit

Land Use Bylaw:

- New driveway access without a permit
- Tennis court installed on ALR Lands – may require a Notice of Intent with the Agricultural Land Commission <https://www.alc.gov.bc.ca/application-and-notice-process/applications>

https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information_bulletin_07_-_soil_or_fill_uses_in_the_alr.pdf

Accessory Residential Facilities: Pools, tennis courts, basketball courts, landscaping which alters the topography or grade of the land, fountains, looping driveways >6 m in width, large workshops, and playgrounds are generally not considered to be necessary for residential uses except in exceptional circumstances where their size and siting presents little to no impact to arable land. Placement of soil or fill for these uses requires submission of a Notice of Intent or a Soil or Fill Use Application.

Traffic & Highways Bylaw:

- Chattel (obstruction) installed on the municipal road (French drain)
- Chattel (obstruction) on the boulevard, blocking a fire hydrant (farm stand)
- Private sign posted on municipal road

Protection of Natural Watercourses, Ditches and Drains Bylaw, No. 1237

- Works to municipal drainage with out a permit

Building Bylaw, No. 2014, Section 6 states in part:

6.0 Prohibitions

6.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building or structure, including excavation or other work related to construction unless a building official has issued a permit for the work.

Traffic and Highways Regulation Bylaw No. 2018, Section 10 which states in part:

16. Signs

(3) No person, other than a person authorized pursuant to this bylaw or the Motor Vehicle Act, shall place or erect a sign on real property which purports to regulate the adjacent highway.

Part 9 – Obstructions

No person shall, without approval of the District:

(6) SIGNS Erect or maintain any sign, advertisement or guide post on or over any highway or alter, repaint, tear down or remove any sign, advertisement or guide post erected or maintained on any highway

(8) STRUCTURES Place, construct or maintain a loading platform, skids, rails, mechanical devices, buildings or any other structure or thing on a highway or any portion of a highway

Land Use Bylaw, No. 2072

Definitions

"Driveway" means a paved or unpaved private roadway providing access to a Highway other than an access route in a bare land strata plan.

"Non-Farm Use"- means a use that is neither a farm use as defined by the Agricultural Land Commission Act, nor a use permitted in the Agricultural Land Reserve under the Agricultural Land Reserve Use Regulation.

PART 6 OFF-STREET PARKING, LOADING AND SCREENING REGULATIONS

Section 4 DEVELOPMENT AND MAINTENANCE STANDARDS FOR OFF-STREET PARKING

2. Except for those provided in respect of Residential Single Family and Residential Two Family uses, off-street parking areas shall be:

- (1) accessed by a driveway from the public road system no less than 3.5 m wide where used for one-way traffic and no less than 6.0 m wide where used for twoway vehicular

- traffic; and,
(2) arranged so as not to require the backing out of vehicles onto a public road

Protection of Natural Watercourses, Ditches and Drains Bylaw, No. 1237

2. Obstructing Watercourses

No person shall foul, obstruct or impede the flow of a stream, creek, waterway, watercourse, waterworks, ditch, drain or sewer, whether or not it is situate on private property.

3. Enclosure of Watercourse

No person shall enclose any open watercourse in a drain or culvert without the prior written permission of the Municipal Engineer; the Municipal Engineer shall not grant such permission unless the enclosure has been designed by a professional engineer, provided that the Municipal Engineer may grant a waiver of this provision if in his discretion he considers the proposed works to be of a minor nature such that a professional design is not required.

4. Work on Municipal Drainage System

No person shall alter, repair, remove, fill in, reconstruct, divert or carry out any other works on any watercourse or any sewer, storm sewer, stormwater management facility or watercourse constructed, owned or under the responsibility of the Municipality without the prior written approval of the Municipal Engineer.

In order to resolve the above described bylaw violations, you must:

1. Building Bylaw
 - a. Submit a building permit for both accessory buildings by November 13, 2023
2. Traffic & Highways Bylaw
 - a. Relocate the farm stand 6 meters + away from the fire hydrant by November 13, 2023
 - b. Remove the French drain on the municipal road by November 13, 2023
 - c. Remove the sign indicating "private road" by November 13, 2023. Staff will ask the Roads Department to install a "No through Road" sign in addition to the "No turning area" sign.
3. Land Use Bylaw
 - a. Submit a Driveway Permit Application for the driveway and culvert constructed on District right-of-way. The driveway width constructed must be reduced to meet the Engineering Specifications and headwalls added to culvert inlet and outlet by November 13, 2023
 - b. Confirm with the Agricultural Land Commission whether or not the tennis court requires a Notice of Intent by November 13, 2023
4. Natural Watercourses, Ditches and Drains Bylaw
 - a. Submit a plumbing permit for the installation of a double check backflow device (DCBD) near the property line and recently installed 2" water service and meter, as per CRD's safe drinking water bylaws and regulations by November 13, 2023

Engineering Contact – Brad Munro brad.munro@csaanich.ca 250-544-4500

Building Contact – Andrew Law Andrew.law@csaanich.ca 250-544-4241

If you have any questions, please contact me at mia.frankl@csaanich.ca or 250-544-4237.

Regards,
Mia Frankl, Bylaw Officer

Cc Andrew Law & Brad Munro

From: [REDACTED]
To: [Mia Frankl](#)
Cc: [Andrew Law](#)
Subject: RE: BP03309
Date: December 12, 2025 5:39:28 AM
Attachments: [image001.jpg](#)

Noted thank you Mia, I'll try pushing the pre-fab design engineer again when I'm back in January and see if I can't make any progress.

Thanks!! [REDACTED]

From: Mia Frankl <Mia.Frankl@csaanich.ca>
Sent: December 11, 2025 2:25 PM
To: [REDACTED]
Cc: Andrew Law <Andrew.Law@csaanich.ca>
Subject: re: BP03309

Hi [REDACTED],

The Building Permit for the pre-fabricated agricultural storage building remains at a standstill – it was issued in March and no inspections have been called for. If you are ready for inspections please schedule them before Jan 31, 2026, otherwise we will proceed with cancelling the permit and preparing a recommendation for Council to register a Notice on Title. You will be notified two weeks prior to this being scheduled at a Regular Council Meeting.

Thank you,

Mia

Mia Frankl
Bylaw Officer & Business License Inspector
District of Central Saanich
250-544-4237 / [CentralSaanich.ca](#)



Celebrating 75 years as a community! Join us July 25 at Centennial Park.
[Learn more at CentralSaanich.ca/75](#)

We gratefully acknowledge that the ancestral lands on which we work are within the traditional territories of the W̱SÁNEĆ peoples: W̱JOḺŁP (Tsartlip), BOḴEC̱EN (Pauquachin), S̱ÁUṮW̱ (Tsawout), W̱SIḴEM (Tseycum) and MÁLEX̱E̱Ł (Malahat) Nations.