



Harvest Hub Facility Project Monthly Update Meeting #1

Meeting Minutes
Monday, December 8, 2025
District of North Saanich Hall - 1620 Mills Road, North Saanich, BC

1. **Attendance:**

- Ben Martin, Director Infrastructure Services, DNS
- Barb Webster, Director of Finance, DNS
- Felice Mazzoni, Director of Planning, DNS
- Greg Warner, Donor
- Dianne Rife, Donor
- Sanjiv Shrivastava, Councilor

2. **Introductions & Thank You**

- Welcome & thank-you to Donor
- Round table introductions

3. **Current Activity**

- Council motion at December 1, 2025 Regular Meeting:

Motion 494

That Council:

- 1. receive Staff Report IS-25-029 Harvest Hub Project Initiation Update for information; and*
- 2. approve the Project Charter; and,*
- 3. authorize staff to initially engage the recommended proponent for the Pre-Construction phase of the project as outlined in Staff Report IS-25-029.*

- Project Charter
 - Executed copies provided & generally discussed
- Construction Manager
 - OnPoint Engineers
 - 1st coordination meeting scheduled December 9, 2025
- Geotechnical Site Assessment
 - Scheduled for December 10, 2025
- Septic Site Assessment
 - Scheduled for December 10, 2025

4. **ALR**

- Approach as per Department of Planning analysis:
 - Assume 50% of produce processed originates from Sandown – No non-farm use application required
 - Total site massing initially will not exceed 1,000 sqm (~10,000 sqft) – No notice of intent application required
 - Letter outlining above made available to Donor
 - Notification to ALC and Ministry at Political level to occur

5. **DNS Website**

- DNS has developed a project website (<https://northsaanich.ca/services/harvest-hub>)
- DNS to further develop public communications plan
 - Site sign, newsletter, etc.

6. **Next Steps**

- Construction Manager
 - Project initiating & planning
 - Design coordination & procurement
 - Super structure & site plan
- Schedule Council & Ag. Committee meeting(s) for January

7. **New Business**

- Donations to Farm Hub Fund can be accepted at Municipal Hall – Barb to provide further clarification by end of week & update project page information
- Transfer of Funds – Barb & Greg to exchange contacts to coordinate
- Confirm timing of press release – Myles
- With regard to clause 6.2 of the gift agreement, the donor reiterated that although the agreement expects timely completion, timelines can be considered for extension assuming proper notice is provided along with just cause to the satisfaction of the donor.

Contact List

| Org. | Name | Email | Phone |
|-------------|--|------------------------------|--------------|
| DNS | Ben Martin, Director Infrastructure Services | bmartin@northsaanich.ca | 250-655-5461 |
| DNS | Barb Webster, Director of Finance | bwebster@northsaanich.ca | 250-655-5457 |
| DNS | Felice Mazzoni, Director of Planning | fmazzoni@northsaanich.ca | 250-655-5471 |
| Donor | Greg Warner, Donor | Maples11120@gmail.com | - |
| Donor | Dianne Rife, Donor | peppertails@gmail.com | - |
| DNS | Sanjiv Shrivastava, Councilor | sshrivastava@northsaanich.ca | - |

Meeting adjourned at 11:30 am. Please inform if there are any errors or omissions to these minutes otherwise they will stand as an accurate representation of the meeting. Next meeting with be January 5, 2026.

Yours truly,

District of North Saanich



Ben Martin, P.Eng.
Director of Infrastructure Services

cc: Stephanie Munro, CAO, via email
Ben Martin, Director Infrastructure Services, via email
Barb Webster, Director of Finance, via email
Felice Mazzoni, Director of Planning, via email
Greg Warner, Donor, via email
Dianne Rife, Donor, via email
Sanjiv Shrivastava, Councilor, via email