



## Harvest Hub Facility Project Monthly Update Meeting #2

### Meeting Minutes

Monday, January 5, 2026

District of North Saanich Hall - 1620 Mills Road, North Saanich, BC

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#### 1. **Attendance:**

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

#### 2. **Current Activity**

- Construction Manager (CM)
  - OnPoint Engineers Professional Services Agreement created
  - 1<sup>st</sup> coordination meeting completed December 9, 2025
  - CM has retained consultant team with Architect Annie Charbonneau of AMCA
  - BC Hydro application submitted
- Geotechnical Site Assessment
  - Completed December 10, 2025
- Septic Site Assessment
  - Completed December 10, 2025

#### 3. **ALR (carried from last meeting)**

- 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
  - Notification to ALC and Ministry at Political level to occur

#### 4. **DNS Website (carried from last meeting)**

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

#### 5. **Next Steps**

- Presentation to the Harvest Hub Working Group scheduled for January 13<sup>th</sup> from 1-3 pm
  - The CM and Architect will be attending, the following will be presented:
    - Site plan schematic
    - Building footprint & renderings
    - Justification of building type
    - Budget & Schedule information
  - Recommendations will go to the January 26<sup>th</sup> Regular Council Meeting
- Presentation to the Mayor & Council scheduled for the January 26<sup>th</sup> Regular Council Meeting
  - The CM and Architect will be attending, the following will be presented:
    - Harvest Hub Working Group Recommendations
    - Site plan schematic
    - Building footprint & renderings
    - Justification of building type

- Form of recommended construction contract
- Project budget update
- Project schedule update

6. **New Business**

- Requests will be made to CM & Architect to attend donor's site at 870 Towner to review donor's construction progress, etc.

**Contact List**

<b>Org.</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
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 11:00 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 will be February 4, 2026 at 10 am.

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