



Harvest Hub Facility Project Monthly Update Meeting #3

Meeting Minutes
Monday, February 2, 2026
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 Mazzone, Director of Planning, DNS~~
- Greg Warner, Donor
- Dianne Rife, Donor
- Sanjiv Shrivastava, Councilor

2. **Current Activity**

- Design development
 - Meeting with CM on Thursday to review costing and milestone dates
- Equipment information
 - Greg to provide additional information on equipment (invoice & supplier)
- Floor Plan
 - Floor plan finalized – see attached
 - AMCA to share with VIHA for preliminary review
- Project Signage
 - District to install project signage at site
 - OPPEL to install additional project signage at site
- Septic Location
 - Concern from a Sandown grower was received regarding dispersion field distance to growing beds. The Registered Onsite Wastewater Practitioner (ROWP) will be providing appropriate assurance under the requirements of the Sewerage System Regulation and BMP.
- Harvest Hub User Workshop
 - An initial farm user workshop was held at the Municipal Hall on January 27th. Further information on the results of the workshop will be posted on the project page.
- ALR Compliance
 - Further to the terms of the gift agreement, the Planning Department has provided assurance that the project is in compliance with all ALR requirements.

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

4. **Next Steps**

- Confirm the following milestone dates:
 - Design completion
 - BP submission
 - Construction Tender

- OPPEL / DNS to develop and issue construction impact information for the Sandown growers.

5. **New Business**

- See current activity.

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 11:00 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 March 2, 2026 at 1 pm.

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