

**District of North Saanich**  
**Regular Meeting of Council**  
Monday, June 15, 2026, at 7:00 p.m.  
Council Chambers  
1620 Mills Road, North Saanich

*The meeting will be livestreamed using the follow link:*  
[northsaanich.ca/council-meetings](http://northsaanich.ca/council-meetings)

Members of the public are encouraged to attend the meeting in-person or virtually. Public may submit their support or opposition in writing by emailing comments to [corporateservices@northsaanich.ca](mailto:corporateservices@northsaanich.ca) or mailing or delivering comments to 1620 Mills Rd, North Saanich, BC, V8L 5S9 before 12:00 p.m. on the day of the meeting.

AGENDA

**1. CALL TO ORDER**

**2. FIRST NATIONS TERRITORY ACKNOWLEDGEMENT**

**3. INTRODUCTION OF LATE ITEMS**

**4. APPROVAL OF AGENDA**

**5. PUBLIC PARTICIPATION PERIOD**

Rules of Procedure:

Each Speaker may address Council for 3 minutes by stating their name and Municipality of residence.

**6. ADOPTION OF MINUTES**

- |     |   |         |
|-----|---|---------|
| (a) | Minutes of the Special meeting of Council held April 13, 2026<br><a href="#">2026-04-13 Special Council Minutes</a> | 9 - 10  |
| (b) | Minutes of the Special meeting of Council held April 27, 2026<br><a href="#">2026-04-27 Special Council Minutes</a> | 11 - 12 |
| (c) | Minutes of the Regular meeting of Council held May 25, 2026<br><a href="#">2025-05-25 Regular Council Minutes</a>   | 13 - 23 |
| (d) | Minutes of the Special meeting of Council held May 27, 2026<br><a href="#">2025-05-27 Special Council Minutes</a>   | 25 - 26 |
| (e) | Minutes of the Special meeting of Council held May 29, 2026<br><a href="#">2026-05-29 Special Council Minutes</a>   | 27 - 29 |

*Recommendation:*  
*That Council:*

**REGULAR MEETING OF COUNCIL  
AGENDA**

**June 15, 2026**

1. *adopt the minutes of the Special meeting of Council held April 13, 2026;*
2. *adopt the minutes of the Special meeting of Council held April 27, 2026;*
3. *adopt the minutes of the Regular meeting of Council held May 25, 2026;*
4. *adopt the minutes of the Special meeting of Council held May 27, 2026; and further,*
5. *adopt the minutes of the Special meeting of Council held May 29, 2026.*

**7. PETITIONS, DELEGATIONS, AND PRESENTATIONS**

- (a) Saanich Peninsula Environmental Coalition (SPEC), presentation by B. Peart, SPEC Coordinator, regarding the March 7, 2026, SPEC Community Meeting 31 - 44  
[2026-03-07 SPEC Community Meeting Summary Notes](#)  
[SPEC Brochure](#)

**8. REPORTS**

**a) Staff Reports**

- i. **Vacation Recognition Policy** 45 - 52  
 Staff Report No. CS-26-022, from A. Stuart, Manager of Human Resources  
[CS-26-022 re: Vacation Recognition Policy](#)  
[Attachment 1: Draft Policy No. COU-161 Vacation Recognition Policy](#)  
  
*Recommendation:*  
*That Council:*
  1. *receive Staff Report No. CS-26-022 – Vacation Recognition Policy for information; and,*
  2. *approve Policy No. COU-161 - Vacation Recognition Policy.*
- ii. **Council Remuneration Committee Report** 53 - 66  
 Staff Report No. FIN-26-013, from B. Webster, Director of Financial Services & Information Technology  
[FIN-26-013 re: Council Remuneration Committee Review Report](#)  
[Attachment 1: 2025-12-01 NOM re: Council Remuneration Review - Cllr. DiBattista](#)  
[Attachment 2: North Saanich Council Remuneration Review - Report to Council](#)  
[Attachment 3: DRAFT North Saanich Council Remuneration Bylaw No. 1608, 2026](#)

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Reference Material, link to existing: [North Saanich Council Remuneration Bylaw No. 1537, 2022](#)

*Recommendation:*

1. That Council receive the Council Remuneration Review Committee's report; and give first and second reading to the proposed "North Saanich Council Remuneration Bylaw No. 1608, 2026".
2. That Council give third reading to the proposed "North Saanich Council Remuneration Bylaw No. 1608, 2026".

iii. **2025 Statement of Financial Information (SOFI)** 67 - 111

Staff Report No. FIN-26-014, from B. Webster, Director of Financial Services & Information Technology

[FIN-26-014 re: 2025 Statement of Financial Information \(SOFI\)](#)

[Attachment 1: 2025 SOFI](#)

*Recommendation:*

*That Council approve the 2025 Statement of Financial Information (SOFI).*

iv. **UBCM Meeting Requests** 113 - 115

Staff Report No. CS-26-026, from D. Plouffe, Director of Corporate Services

[CS-26-026 re: UBCM Meeting Requests](#)

*Recommendation:*

*That Council:*

1. direct staff to request a meeting with the [Ministry of] to discuss [topic]; and,
2. direct staff request a meeting with [Provincial Agencies, Commissions, or Corporations] to discuss [topic].

**b) Council Liaison Reports**

i. Council Liaison Report dated May 28, 2026, from Councillor DiBattista regarding the Peninsula Recreation Commission 117

[2026-05-28 Council Liaison Report re: PRC - Cllr. DiBattista](#)

ii. Council Liaison Report dated May 28, 2026, from Councillor DiBattista regarding the Saanich Peninsula Accessibility Advisory Committee 119

[2026-05-28 Council Liaison Report re: SPAAC - Cllr. DiBattista](#)

[2026-05-28 Council Liaison Report re: SPAAC - Cllr. DiBattista](#)

*Recommendation:*

*That Council receive the following items from Councillor DiBattista for information:*

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- 
1. *liaison report dated May 28, 2026, regarding the Peninsula Recreation Commission; and further,*
2. *liaison report dated May 28, 2026, regarding the Saanich Peninsula Accessibility Advisory Committee.*
- iii. Council Liaison Report dated June 3, 2026, from Councillor McClintock regarding the Vancouver Island Regional Library 121  
[2026-06-03 Council Liaison Report re: VIRL - Cllr. McClintock](#)
- Recommendation:*  
*That Council receive the Liaison report dated June 3, 2026, from Councillor McClintock, regarding the Vancouver Island Regional Library Board for information.*
- iv. Report regarding the Living Systems Beyond Growth: Building Future-Forward KPIs Conference held May 20 to May 22, 2026, submitted by Councillor Sanjiv Shrivastava 123 - 139  
[Living Systems Beyond Growth: Building Future-Forward KPIs Conference Report - Cllr. Shrivastava](#)
- Recommendation:*  
*That Council receive Councillor Shrivastava's report regarding the Living Systems Beyond Growth: Building Future-Forward KPIs Conference held May 20 to May 22, 2026, for information.*
- c) Committee Reports**
- i. DRAFT minutes of the Board of Variance meeting held May 21, 2026 141 - 142  
[2026-05-21 BOV Minutes \(draft\)](#)
- Recommendation:*  
*That Council receive the draft minutes of the Board of Variance meeting held May 21, 2026, for information.*
- ii. DRAFT minutes of the Saanich Peninsula Accessibility Advisory Committee meeting held May 28, 2026 143 - 147  
[2026-05-28 SPAAC Minutes \(draft\)](#)
- Recommendation:*  
*That Council receive the draft minutes of the Saanich Peninsula Accessibility Advisory Committee meeting held May 28, 2026, for information.*
- iii. Saanich Peninsula Accessibility Advisory Committee Recommendations to Council
- At the Saanich Peninsula Accessibility Advisory Committee meeting held May 28, 2026, the Committee approved the following recommendations:

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21-SPAAC “That the Saanich Peninsula Accessibility Advisory Committee recommends that the Town of Sidney, District of North Saanich, and the District of Central Saanich, communicate with the Victoria Airport Authority regarding accessibility concerns raised by the Saanich Peninsula Accessibility Advisory Committee.”

23-SPAAC “That the Saanich Peninsula Accessibility Advisory Committee recommend to the Town of Sidney, District of North Saanich, and District of Central Saanich that, during Accessible Parking.”

*Recommendation:*

*That Council:*

1. *receive/support the recommendations from the Saanich Peninsula Accessibility Advisory Committee meeting held May 28, 2026; and further,*
2. *direct staff accordingly.*

**9. BYLAWS**

- (a) District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589, 2026 149 - 169  
[District of North Saanich Bylaw Notice Enforcement Bylaw No.1589, 2026](#)

*Recommendation:*

*That District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589, 2026, be adopted.*

- (b) District of North Saanich Mail Ballot Authorization Procedures Bylaw No. 1603 (2026) 171 - 174  
[District of North Saanich Mail Ballot Authorization Procedures Bylaw No. 1603 \(2026\)](#)

*Recommendation:*

*That District of North Saanich Mail Ballot Authorization Procedures Bylaw No. 1603 (2026) be adopted.*

- (c) North Saanich Automated Voting Machines Authorization Bylaw No. 1607 (2026) 175 - 178  
[North Saanich Automated Voting Machines Authorization Bylaw No. 1607 \(2026\)](#)

*Recommendation:*

*That North Saanich Automated Voting Machines Authorization Bylaw No. 1607 (2026) be adopted.*

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- (d) District of North Saanich Secondary Suites Permit Bylaw No. 1244, 2010, Repeal Bylaw No. 1596, 2026 179

[District of North Saanich Secondary Suites Permit Bylaw No. 1244, 2010, Repeal Bylaw No. 1596, 2026](#)

*Recommendation:*

*That the District of North Saanich Secondary Suites Permit Bylaw No. 1244, 2010, Repeal Bylaw No. 1596, 2026, be adopted.*

**10. MOTIONS AND NEW BUSINESS**

- (a) June 15, 2026, Notice of Motion - submitted by Councillor Jack McClintock re: Seniors/Loneliness Centre

*Recommendation:*

1. *That the Mayor, the Working Group, Councillor Shrivastava, and any other member of Council involved in the proposed Seniors Centre initiative report to Council at the Regular Meeting of June 29, 2026, on the proposed Seniors Centre and service model, including all discussions, correspondence, consultations, and any expressed or implied commitments made to community groups, organizations, property owners, funding partners, or other stakeholders; and that Council review and consider this information before any further commitments, decisions, or actions are made in relation to the initiative; and further,*
2. *that Council be briefed every 2 weeks on all matters concerning this initiative.*

**11. CORRESPONDENCE**

- (a) Correspondence dated May 26, 2026, from B. MacKenzie regarding STR Regulations 181 - 184  
[Correspondence dated May 26, 2026, from B. MacKenzie](#)  
[Attachment to Correspondence: Letter from B. MacKenzie](#)

*Recommendation:*

*That Council:*

1. *receive the correspondence dated May 26, 2026, from B. MacKenzie, with subject line STR Regulations; and further,*
2. *direct staff accordingly.*

- (b) Correspondence dated May 29, 2026, from R. Fimrite regarding Traffic on Barrett Drive 185 - 187  
[Correspondence dated May 29, 2026, from R. Fimrite](#)

*Recommendation:*

*That Council:*

**REGULAR MEETING OF COUNCIL  
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**June 15, 2026**

1. *receive the correspondence dated May 29, 2026, from R. Fimrite, with subject line Traffic on Barrett Drive; and further,*
2. *direct staff accordingly.*

- (c) Correspondence dated June 2, 2026, from ArtSea Community Arts Council regarding an Application to Present to Council 189 - 190  
[Correspondence dated June 2, 2026, from ArtSea Community Arts Council](#)

*Recommendation:*

*That Council:*

1. *receive the correspondence dated June 2, 2026, from ArtSea Community Arts Council, regarding an Application to Present to Council; and further,*
2. *approve the application to present to Council and further, direct staff to schedule a presentation for the next available Regular Council meeting.*

- (d) Correspondence dated June 2, 2026, from H. Gartshore, regarding the History of the Doughnut Economic Framework Conference in North Saanich 191 - 192  
[Correspondence dated June 2, 2026, from H. Gartshore](#)

*Recommendation:*

*That Council:*

1. *receive the correspondence dated June 2, 2026, from H. Gartshore, regarding the History of the Doughnut Economic Framework Conference in North Saanich; and further,*
2. *direct staff accordingly.*

- (e) Correspondence dated June 4, 2026, from the Cycling Without Age Society regarding Expression of Gratitude and Request for Meeting 193 - 196  
[Correspondence dated June 4, 2026, from the Cycling Without Age Society](#)

*Recommendation:*

*That Council:*

1. *receive the correspondence dated June 4, 2026, from the Cycling Without Age Society regarding Expression of Gratitude and Request for Meeting; and further,*
2. *direct staff accordingly.*

**12. CORRESPONDENCE FOR COUNCIL'S INFORMATION**

- (a) Correspondence dated May 19, 2026, from the District of Saanich to the Honourable David Eby, the Ministry of Energy and Climate Solutions, the Ministry of Emergency Management and Climate Readiness, and the Ministry of Housing and Municipal Affairs, and the Ministry of Finance, regarding the BC Local Government Climate Action Program (LGCAP) - Funding Continuation 197 - 199

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- 
- [Correspondence dated May 19, 2026, from the District of Saanich to the Province of BC](#)
- (b) Correspondence dated May 21, 2026, from the District of Central Saanich to the Minister of Housing and Municipal Affairs and Ministry of Finance 201 - 202  
[Correspondence dated May 21, 2026, from the District of CS to the Province of BC](#)
- (c) Correspondence dated May 26, 2026, from H. and I. Hamm regarding Short Term Rentals 203 - 204  
[Correspondence dated May 26, 2026, from H. and I. Hamm](#)
- (d) Correspondence dated May 26, 2026, from J. Pravitz regarding Proposed Short Term Rental Bylaws 205 - 206  
[Correspondence dated May 26, 2026, from J. Pravitz](#)
- (e) Correspondence dated June 1, 2026, from the Capital Regional District regarding the Capital Regional District 2025 Annual Report 207 - 208  
Link to: [CRD 2025 Annual Report](#)  
[Correspondence dated June 1, 2026, from the CRD](#)
- (f) Correspondence dated June 2, 2026, from the Ministry of Indigenous Relations and Reconciliation, regarding the Te'mexw Treaty Association Public Engagement Open Houses 209 - 218  
[2026-06-02 Correspondence from the Ministry of Indigenous Relations and Reconciliation](#)
- (g) Correspondence dated June 2, 2026, from P. Perras regarding A Warning to Municipalities - False Independence, Special Advisors, and Local Democracy 219 - 227  
[Correspondence dated June 2, 2026, from P. Perras](#)
- (h) Correspondence dated June 4, 2026, from Saanich Peninsula Hospital & Healthcare Foundation regarding Physician Recruitment Success 229 - 232  
[Correspondence dated June 4, 2026, from SPH](#)
- (i) Correspondence dated June 5, 2026, from D. Balaban regarding Council Behaviour 233  
[Correspondence dated June 5, 2026, from D. Balaban](#)
- (j) Correspondence dated June 8, 2026, from H. Crawford regarding Food Hub discussion 235 - 238  
[2026-06-08 Correspondence from H. Crawford](#)

*Recommendation:*

*That the Correspondence for Council's Information be received.*

**13. RISE AND REPORT**

**14. ADJOURNMENT**

**Subject to Adoption  
District of North Saanich  
1620 Mills Road  
Minutes of the Special Meeting of Council  
Monday, April 13, 2026, at 5:00 p.m.**

**PRESENT:**

Mayor	P. Jones
Councillors	J. McClintock
	C. Stock
	P. DiBattista
	S. Shrivastava
	I. McConkey
	K. Marshall

**ATTENDING:**

Chief Administrative Officer	S. Munro
Acting Corporate Officer	C. Coates

**1 CALL TO ORDER**

Mayor Jones called the April 13, 2026, Special meeting of Council to order at 5:00 p.m.

**2 INTRODUCTION OF LATE ITEMS**

There were no late items presented.

**3 APPROVAL OF AGENDA**

MOVED BY: Councillor Stock  
SECONDED BY: Councillor DiBattista

108 That the April 13, 2026, Special meeting of Council agenda be approved.

CARRIED UNANIMOUSLY

**4 PUBLIC PARTICIPATION PERIOD**

There were no members of the public to address Council.

**5 MOTION TO GO IN CAMERA**

MOVED BY: Councillor Shrivastava  
SECONDED BY: Councillor McConkey

109 That in accordance with Section 90(1) of the *Community Charter* the remainder of the meeting with be held In Camera to consider:

1. labour relations or other employee relations [Section 90(1)(c)]; and,
2. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose [Section 90(1)(i)].

**Special Meeting of Council**

2026-04-13

CARRIED UNANIMOUSLY

The closed portion of the meeting proceeded at 5:02 p.m.

**6 ADJOURNMENT**

MOVED BY: Councillor Shrivastava  
SECONDED BY: Councillor Marshall

110 That the April 13, 2026, Special meeting of Council be adjourned at 5:25 p.m.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT

APPROVED AND CONFIRMED

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Mayor

DRAFT

**Subject to Adoption  
 District of North Saanich  
 1620 Mills Road  
 Minutes of the Special Meeting of Council  
 Monday, April 27, 2026, at 5:00 p.m.**

**PRESENT:**

Mayor	P. Jones
Councillors	J. McClintock
	C. Stock
	P. DiBattista
	S. Shrivastava
	I. McConkey
	K. Marshall

**ATTENDING:**

Chief Administrative Officer	S. Munro
Director of Corporate Services/Corporate Officer	D. Plouffe

**1     CALL TO ORDER**

Mayor Jones called the April 27, 2026, Special meeting of Council to order at 5:02 p.m.

**2     INTRODUCTION OF LATE ITEMS**

There were no late items presented.

**3     APPROVAL OF AGENDA**

MOVED BY: Councillor Stock  
 SECONDED BY: Councillor DiBattista

129    That the April 27, 2026, Special meeting of Council agenda be approved.

CARRIED UNANIMOUSLY

**4     PUBLIC PARTICIPATION PERIOD**

There were no members of the public that wished to address Council.

**5     MOTION TO GO IN CAMERA**

MOVED BY: Councillor DiBattista  
 SECONDED BY: Councillor Stock

130    That in accordance with Section 90(1) of the Community Charter the remainder of the meeting with be held In Camera to consider:

1. labour relations or other employee relations [Section 90(1)(c)]; and,
2. Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality [Section 90(1)(a)].

**Special Meeting of Council**

2026-04-27

The closed portion of the meeting proceeded at 5:03 p.m.

CARRIED UNANIMOUSLY

**6 ADJOURNMENT**

MOVED BY: Councillor DiBattista

SECONDED BY: Councillor Stock

131 That the April 27, 2026, Special meeting of Council was adjourned at 5:24 p.m.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT

APPROVED AND CONFIRMED

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Mayor

DRAFT

**Subject to Adoption  
District of North Saanich  
1620 Mills Road  
Minutes of the Regular Meeting of Council  
Monday, May 25, 2026, at 7:00 p.m.**

**PRESENT:**

Mayor	P. Jones
Councillors	J. McClintock
	C. Stock
	P. DiBattista
	S. Shrivastava
	I. McConkey
	K. Marshall

**ATTENDING:**

Acting Chief Administrative Officer	B. Martin
Director of Corporate Services/Corporate Officer	D. Plouffe
Manager of Legislative Services	L. Alexander (Zoom)
Interim Director of Emergency Services	J. Robertson
Senior Planner	T. Erickson
Manager of Human Resources	A. Stuart
Recording Secretary	H. Nunn
Administrative Assistant	S. Spittle

**1 CALL TO ORDER**

Mayor Jones called the May 25, 2026, Regular meeting of Council to order at 7:00 p.m.

**2 FIRST NATIONS TERRITORY ACKNOWLEDGEMENT**

Councillor Shrivastava acknowledged with respect the *WSÁNEĆ* people, whose territory this District building stands. Council recognizes with respect the First Nations communities, *BOKÉCEN* (Pauquachin), *WSÍKEM* (Tseycum), *STÁUTW* (*Tsawout*), *WJÓŁEŁP* Tsartlip, and *MÁLEXEŁ* (Malahat).

**3 INTRODUCTION OF LATE ITEMS**

Late items for Council consideration meet the requirements of either pertaining to an existing agenda item or are of a time sensitive nature.

The following late items were presented to Council:

Pertaining to:

- Item No. 7(a)(i) REPORTS, Staff Reports, Development Permit with Variances DVP 2025-11, 10972 Madrona Drive, Staff Report No. PCS-26-012, from T. Erickson, Senior Planner, Attachment 14: Neighborhood Notification Responses
  - Correspondence dated April 29, 2026, from K. Van Bruggen
- Item No. 7(a)(v) REPORTS, Staff Reports, Chalet Creek Emergency Repair Contract
  - Staff Report No. IS-26-008, from B. Martin, Director of Infrastructure Services, Asset Management, and First Nation Relations

- Item No. 7(a)(vi) REPORTS, Staff Reports, Falkirk Avenue Storm Drainage Improvement Contract Award
  - Staff Report No. IS-26-009, from B. Martin, Director of Infrastructure Services, Asset Management, and First Nation Relations
  - Attachment 1: Tender Submission, Colecon Contracting Ltd.
- Item No. 8(a) BYLAWS, District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589, 2026
  - Strike and replace “District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589” with the attached corrected clean version, as the incorrect version received first, second, and third readings on April 27, 2026.

*Recommendations:*

  1. *That third reading of “District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589” be rescinded.*
  2. *That “District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589” be amended by adding Schedule C, excluding subsection (xv).*
  3. *That “District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589” as amended be given third reading.*
- Item No. 9(a) MOTIONS AND NEW BUSINESS, May 25, 2026, Notice of Motion – Submitted by Mayor Jones re: Amendment to Officer Bylaw
  - Correspondence dated May 25, 2026, from T. Rolph
- Item No. 10(a) and 10(b) CORRESPONDENCE
  - Correspondence dated May 19, 2026, from J. Copeland regarding Zoning Bylaw 1606

#### **4 APPROVAL OF AGENDA**

MOVED BY: Councillor Stock

SECONDED BY: Councillor Marshall

179 That the May 25, 2026, Regular Meeting of Council agenda be approved with the inclusion of the late items and further, that the agenda be renumbered accordingly.

CARRIED UNANIMOUSLY

#### **5 PUBLIC PARTICIPATION PERIOD**

Mayor Jones provided the following statement:

"Good evening, everyone, and thank you for joining us today. Council welcomes and values public participation. Open, respectful dialogue is a cornerstone of a healthy, democratic community, and we appreciate the time and effort each of you has taken to be here and to share your perspectives. As we begin, I would like to remind all attendees that this meeting is a formal proceeding. We ask that everyone conduct themselves with courtesy, respect, and consideration for others at all times. This includes listening without interruption, only speaking when called upon, addressing remarks through the Chair,

and speaking in a manner that is constructive and focused on the issues before Council. We recognize that some topics before us may be strongly felt and may lead to passionate views. That is entirely appropriate in a democratic setting. However, expressions of those views must remain respectful. Personal attacks against staff or council members, discriminatory language, shouting, or other disruptive behaviour will not be tolerated. Please be advised that if these expectations are not followed, the Chair may take steps to maintain order. This may include limiting or ending a speaker's time or asking individuals to leave the meeting. Our shared goal is to ensure that all voices can be heard in a safe and respectful environment. By engaging with one another civilly and thoughtfully, we strengthen both our decision-making and our community. Thank you for your cooperation. We will now proceed with the meeting.

The Public Participation Period commenced at 7:06 p.m.

The following members of the Public addressed Council:

- R & K Van Bruggen spoke in support of item no. 7(a)(i) Development Permit with Variances DVP 2025-11 - 10972 Madrona Drive
- H. Wilzewski, North Saanich spoke in opposition of item 7(a)(i) Development Permit with Variances DVP 2025-11 - 10972 Madrona Drive
- V. Peck, North Saanich, expressed concern regarding the community of North Saanich
- P. Gibson, Resident of North Saanich, raised questions regarding Item 9(a) Notice of Motion - Submitted by Mayor Jones re: Amendment to Officer Bylaw
- A. Telford, resident of North Saanich, raised concerns regarding short-term rentals and North Saanich *Zoning Bylaw 1606, 2025*
- S. Chandler, North Saanich, expressed thanks to Council, referenced the Official Community Plan and Wolf Orchard Park

The following members of the public spoke in support of the Officer's bylaw:

- F. Gee, resident of North Saanich

The following members of the public spoke in opposition of and/or raised concerns regarding Item 9(a) Notice of Motion - Submitted by Mayor Jones re: Amendment to Officer Bylaw:

- T. Gould, Resident of North Saanich
- H. Wilzewski, North Saanich
- J. Thornburg, Resident of North Saanich
- C. Stoke, Resident of North Saanich
- N. Wiley, Resident of North Saanich
- L. Kelly, Resident of North Saanich
- R. Lavender, Resident of North Saanich
- S. Chandler, Resident of North Saanich

MOVED BY: Councillor DiBattista

SECONDED BY: Councillor Stock

180 That Council extend The Public Participation Period by 15 minutes.

CARRIED UNANIMOUSLY

The Public Participation Period concluded at 7:46 p.m.

## **6 ADOPTION OF MINUTES**

**Regular Meeting of Council**

2026-05-25

- a) Minutes of the Regular Council meeting held April 27, 2026
- b) Minutes of the Regular Council meeting held May 4, 2026
- c) Minutes of the Special Council meeting held May 11, 2026
- d) Minutes of the Special Council meeting held after the Committee of the Whole meeting, Monday, May 11, 2026

MOVED BY: Councillor McConkey

SECONDED BY: Councillor Stock

181 That Council:

1. adopt the minutes of the Regular Council meeting held April 27, 2026; and further,
2. adopt the minutes of the Regular Council meeting held May 4, 2026; and further,
3. adopt the minutes of the Special Council meeting held May 11, 2026; and,
4. adopt the minutes of the Special Council meeting held after the Committee of the Whole May 11, 2026.

CARRIED UNANIMOUSLY

7 **REPORTS**

a) **STAFF REPORTS**

- i. Development Permit with Variances DVP 2025-11 - 10972 Madrona Drive  
Staff Report No. PCS-26-012, from T. Erickson, Senior Planner

The Senior Planner, responded to questions from Council.

MOVED BY: Councillor DiBattista

SECONDED BY: Councillor McClintock

182 That Council approve issuance of Development Permit with Variances DVP 2025-11 for 10972 Madrona Drive, attached to Staff Report No. PCS-26-012 as Attachment 13, for the purpose of permitting the proposed works and varying the following sections of *Zoning Bylaw No. 1255*:

- Vary Section 110.3 to reduce the required setback of buildings and structures other than staircases, walkways, and retaining walls from 15.0 metres of the natural boundary of the marine shoreline to 1.85 metres, a variance of 13.15 metres;
- Vary Section 502.2.4(d)(ii) to reduce the required rear yard setback of accessory buildings and structures from 7.6 metres to 1.85 metres, a variance of 5.75 metres; and
- Vary Section 502.2.4(d)(iii) to reduce the required interior side yard setback of accessory buildings and structures from 3.0 metres to 1.5 metres, a variance of 1.5 metres.

CARRIED

OPPOSED: Councillor Shrivastava and Councillor McConkey

- ii. **Compact Fire Pumper Procurement**

Staff Report No. ES-26-002, from J. Robertson, Interim Director, Emergency Services

The Interim Director of Emergency Services responded to questions from Council.

MOVED BY: Councillor Marshall

**Regular Meeting of Council**

2026-05-25

SECONDED BY: Councillor Shrivastava

- 183 That council direct staff to proceed with purchase of two “compact” fire pumpers and that the contracts be awarded via the Canoe Procurement Group for a cost not to exceed \$1.1 million dollars each.

CARRIED UNANIMOUSLY

**iii. District of North Saanich Advisory Committees - Proposed Terms of Reference Amendments**

Staff Report No. CS-26-017, from L. Alexander, Manager of Legislative Services

The Manager of Legislative Services, Director of Corporate Services/Corporate Officer, and Acting Chief Administrative Officer responded to questions from Council.

MOVED BY: Councillor DiBattista

SECONDED BY: Councillor McClintock

- 184 That Council direct staff to remove section 11, Site Visits from all Advisory Committee Terms of Reference

DEFEATED

OPPOSED: Councillor Shrivastava, Mayor Jones, Councillor McConkey and Councillor Marshall

MOVED BY: Councillor McClintock

SECONDED BY: Councillor DiBattista

- 185 That Council direct staff to review and refine the mandates of the Advisory Committees to ensure each mandate aligns with and reflects the specific committee’s area of expertise and advisory role.

DEFEATED

OPPOSED: Councillor Marshall, Mayor Jones, Councillor Shrivastava, and Councillor McConkey

MOVED BY: Councillor Marshall

SECONDED BY: Councillor McConkey

- 186 That Council approve, for the reasons outlined in Staff Report No. CS-26-017:
1. the proposed amendments to Policy No. COU-150 Community Planning Advisory Committee Terms of Reference;
  2. the proposed amendments to Policy No. COU-149 Agriculture and Food Security Advisory Committee Terms of Reference; and,
  3. the proposed amendments to Policy No. COU-148 Healthy Community Living Advisory Committee Terms of Reference.

CARRIED

OPPOSED: Councillor Stock, Councillor DiBattista and Councillor McClintock

**iv. District of North Saanich Mail Ballot Authorization Procedure Bylaw No. 1603 (2026)**

Staff Report No. CS-26-020, from L. Alexander, Manager of Legislative Services

MOVED BY: Councillor DiBattista

SECONDED BY: Councillor Stock

**Regular Meeting of Council**

2026-05-25

- 187 1. That Council give first and second readings to District of North Saanich Mail Ballot Authorization Procedures Bylaw No. 1603 (2026).  
 2. That Council give third reading to District of North Saanich Mail Ballot Authorization Procedures Bylaw No. 1603 (2026).  
 3. That Council give first and second readings to District of North Saanich Automated Counting Machines Authorization Bylaw No. 1607 (2026).  
 4. That Council give third reading to District of North Saanich Automated Counting Machines Authorization Bylaw No. 1607 (2026).

CARRIED UNANIMOUSLY

v. **Chalet Creek Emergency Repair Contract**

Staff Report No. IS-26-008, from B. Martin, Director of Infrastructure Services & First Nations Relations

*(Report and attachments provided as a late item)*

The Director of Infrastructure Services, First Nations Relations & Asset Management, responded to questions from Council.

MOVED BY: Councillor Stock

SECONDED BY: Councillor McConkey

- 188 That Council pre-authorize the award of the main works, or Contract 'B', for construction services to support the emergency culvert repair at Chalet Creek and West Saanich Road for a total construction price not exceeding \$800,000.00, as outlined in Staff Report No IS-26-008.

CARRIED UNANIMOUSLY

vi. **Falkirk Avenue Storm Drainage Improvement - Contract Award**

Staff Report No. IS-26-009, from B. Martin, Director of Infrastructure Services & First Nations Relations

*(Report and attachments provided as a late item)*

The Director of Infrastructure Services, First Nations Relations & Asset Management, responded to questions from Council.

MOVED BY: Councillor Stock

SECONDED BY: Councillor DiBattista

- 189 That Council authorize the award of the Falkirk Avenue Storm Drainage Improvement *Contract 2026-03-ENG TDR* to Colecon Contracting Ltd at a total tender bid of \$179,960 (excluding GST).

CARRIED UNANIMOUSLY

b) **COUNCIL LIAISON REPORTS**

- i. Council Liaison Report dated April 23, 2026, from Councillor DiBattista regarding the Saanich Peninsula Accessibility Advisory Committee
- ii. Council Liaison Report dated April 28, 2026, from Councillor DiBattista regarding the Peninsula Recreation Commission

**Regular Meeting of Council**

2026-05-25

MOVED BY: Councillor DiBattista  
 SECONDED BY: Councillor Stock

- 190 That Council receive the following items from Councillor DiBattista for information:
1. liaison report dated April 23, 2026, regarding the Saanich Peninsula Accessibility Advisory Committee; and,
  2. liaison report dated April 28, 2026, regarding the Peninsula Recreation Commission.

CARRIED UNANIMOUSLY

c) **COMMITTEE REPORTS**

- i. DRAFT minutes of the Community Planning Advisory Committee meeting held May 5, 2026.

MOVED BY: Mayor Jones  
 SECONDED BY: Councillor McConkey

- 191 That Council direct staff to establish the Tree Bylaw Working Group.

CARRIED

OPPOSED: Councillor DiBattista

MOVED BY: Councillor Marshall  
 SECONDED BY: Councillor McConkey

- 192 That Council direct staff to appoint D. Hart, J. Taylor, and G. Bunyan to the Tree Bylaw Working Group.

CARRIED

OPPOSED: Councillor DiBattista

- ii. DRAFT minutes of the Agriculture and Food Security Advisory Committee meeting held May 6, 2026.

MOVED BY: Councillor Shrivastava  
 SECONDED BY: Councillor McConkey

- 193 That Council direct staff to appoint D. Lavender, T. Chow and K. Thomas to the Tree Bylaw Working Group.

CARRIED

OPPOSED: Councillor DiBattista

- iii. DRAFT minutes of the Healthy Community Living Advisory Committee meeting held May 7, 2026.

It was suggested that the following amendments be made to the minutes of the Healthy Community Living Advisory Committee meeting held May 7, 2026.

1. Record the appointment of B. Robinson to the Tree Bylaw Working Group
2. Record the appointment of J. Thornburgh to the Quality of life and Age-Friendly Community Working Group

**Regular Meeting of Council**

2026-05-25

MOVED BY: Councillor DiBattista  
 SECONDED BY: Councillor Marshall

194 That Council direct staff to appoint B. Robinson to the Tree Bylaw Working Group

CARRIED UNANIMOUSLY

MOVED BY: Councillor DiBattista  
 SECONDED BY: Councillor Marshall

195 That Council receive the following items information:

1. draft minutes of the Community Planning Advisory Committee held May 5, 2026;
2. draft minutes of the Agriculture and Food Security Advisory Committee held May 6, 2026;
3. draft minutes of the Healthy Community Living Advisory Committee held May 7, 2026, as amended.

CARRIED UNANIMOUSLY

It was noted by Councillor DiBattista that the nominations to the Tree Bylaw Working Group, and the Quality of Life and Age-Friendly Community Working Group be captured in the May 7, 2026, Healthy Community Living Advisory Committee meeting minutes.

**d) COMMITTEE OF THE WHOLE REPORT**

- i. DRAFT Minutes of the Committee of the Whole meeting held May 11, 2026.

MOVED BY: Councillor DiBattista  
 SECONDED BY: Councillor Stock

196 That Council direct staff not to act on 13-Cow until June 29. CARRIED UNANIMOUSLY

MOVED BY: Councillor DiBattista  
 SECONDED BY: Councillor Stock

197 That Council ratify the following motions from the Regular Committee of the Whole meeting held May 11, 2026, as amended, to include directing staff not to act on 13-cow until the June 29, 2026, Regular Council Meeting.

11-COW: That Council:

1. formally endorse the Shoreline Medical Clinic Expansion initiative; and,
2. requests that Shoreline Medical present to Council at the next Regular Budget Committee meeting to provide more information regarding a \$10,000 funding request; and further,
3. through partnership and governance, appoint a Council Liaison.

12-COW: Defer consideration of Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", to the June 29 Regular Council meeting, after being presented to the June meetings of the Community Planning Advisory Committee, Agriculture and Food Security Advisory Committee, and the Healthy Community Living Advisory Committee for input.

**Regular Meeting of Council**

2026-05-25

13-COW: That Council:

1. direct staff to write a letter to the CRD to undertake a service delivery review of core recreation services on the Saanich Peninsula including consideration of taking on the management of additional facilities such as the Blue Heron fields at the Memorial Parks Society; and further,
2. review the cost implications and benefits associated with the Peninsula Recreation Commission leaving the Capital Regional District as a service provider, in favour of a local governance model with direct management by the three member municipalities (District of North Saanich, District of Central Saanich and the Town of Sidney).

CARRIED UNANIMOUSLY

**8 BYLAWS**

District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589, 2026.

MOVED BY: Councillor Stock

SECONDED BY: Councillor DiBattista

- 198 That third reading of “*District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589, 2026.*” be rescinded.

CARRIED UNANIMOUSLY

MOVED BY: Councillor Stock

SECONDED BY: Councillor DiBattista

- 199 That “*District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589, 2026.*” be amended by adding Schedule C, excluding subsection (xv).

CARRIED UNANIMOUSLY

MOVED BY: Councillor Stock

SECONDED BY: Councillor DiBattista

- 200 That “*District of North Saanich Bylaw Notice Enforcement Bylaw No. 1589, 2026.*” as amended be given third reading.

CARRIED UNANIMOUSLY

**9 MOTIONS AND NEW BUSINESS**

May 25, 2026, Notice of Motion - Submitted by Mayor Jones re: Amendment to Officer Bylaw

*(Correspondence dated May 25, 2026, from T. Rolph provided as a late item)*

MOVED BY: Mayor Jones

SECONDED BY: Councillor Stock

- 201 That Council direct staff to prepare an amendment to the Current Officer Bylaw to align it with the strict legislative requirement to establish as officers of the District only the positions of Corporate Officer, Financial Officer and Chief Administrative Officer, and report back to Council with the draft amended bylaw for Council’s consideration at a special meeting on May 27, 2026.

CARRIED

OPPOSED: Councillor McConkey, Councillor Shrivastava, and Councillor Marshall

**Regular Meeting of Council**

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**10     CORRESPONDENCE**

- a) Correspondence dated May 7, 2026, from B. MacKenzie regarding Short Term Rental Regulations for the District of North Saanich
- b) Correspondence dated May 7, 2026, from N. Siebert regarding Request for Consideration of Provincial STR Exemptions in North Saanich
- c) Correspondence dated May 19, 2026, from J. Copeland regarding Short Term Rental Regulations for the District of North Saanich (Late item)

MOVED BY: Councillor DiBattista

SECONDED BY: Councillor Stock

202   That Council:

1. receive for information the correspondence dated May 7, 2026, from B. MacKenzie, correspondence dated May 7, 2026, from N. Siebert and correspondence dated May 19, 2026, from J. Copeland regarding Short Term Rental Regulations for the District of North Saanich; and further,
2. direct staff to submit correspondence to Planning and Community Services Department regarding the Zoning Bylaw 1606, (2026).

CARRIED UNANIMOUSLY

**11     CORRESPONDENCE FOR COUNCIL'S INFORMATION**

- a) Correspondence dated May 4, 2026, from S. Gage regarding opposition to COFI's Forestry is a Solution Campaign.
- b) Correspondence dated May 7, 2026, from L. Jeaurond to Minister of Housing regarding Density Without Demolition.
- c) Correspondence dated May 11, 2026 from the City of Abbotsford regarding Provincial Sales Tax Expansion.
- d) Correspondence dated May 11, 2026, from G. and S. Porteous, regarding Proposed Borrowing for New Recreation Facility.
- e) Correspondence dated May 12, 2026, from S. and E. Jennings, regarding Proposed Borrowing for New Recreation Facility.
- f) Correspondence dated May 13, 2026, from Ombudsperson BC regarding Quarterly Report for January 1-March 31, 2026.
- g) Correspondence dated May 14, 2026, from Saanich School District #63, regarding Note of Appreciation.
- h) Correspondence dated May 13, 2026, from the Minister of Housing and Municipal Affairs regarding Year 2 Housing Targets Progress Report Extension.

MOVED BY: Councillor Marshall

SECONDED BY: Councillor Shrivastava

203   That the Correspondence for Council's information be received.

**Regular Meeting of Council**

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CARRIED UNANIMOUSLY

12 **RISE AND REPORT**  
There was no rise and report.

13 **ADJOURNMENT**

MOVED BY: Councillor Stock  
SECONDED BY: Councillor DiBattista

204 That the May 25, 2026, Regular meeting of Council be adjourned at 9:24 p.m.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT

APPROVED AND CONFIRMED

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Mayor

DRAFT



**Subject to Adoption  
District of North Saanich  
1620 Mills Road  
Minutes of the Special Meeting of Council  
Wednesday, May 27, 2026, at 5:00 p.m.**

**PRESENT:**

Mayor	P. Jones
Councillors	C. Stock
	P. DiBattista
	J. McClintock
	S. Shrivastava
	I. McConkey
	K. Marshall

**ATTENDING:**

Acting Chief Administrative Officer	D. Plouffe
Manager of Human Resources	A. Stuart
Recording Secretary/Manager of Legislative Services	L. Alexander

**1 CALL TO ORDER**

Mayor Jones called the May 27, 2026, Special meeting of Council to order at 5:01 p.m.

**2 FIRST NATIONS TERRITORY ACKNOWLEDGEMENT**

Councillor Shrivastava acknowledged, with respect, that we are gathered on WSÁNEĆ territory. Council is committed to strengthening relationships with our neighbouring First Nations communities of BOKEĆEN (Pauquachin), WSÍKEM (Tseycum), STÁUTW (Tsawout), WJOĒĒP Tsartlip, and MÁLEXĒĒ (Malahat).

**3 INTRODUCTION OF LATE ITEMS**

There were no late items presented.

**4 APPROVAL OF AGENDA**

MOVED BY: Councillor Stock  
SECONDED BY: Councillor McConkey

205 That the May 27, 2026, Special meeting of Council agenda be approved.

CARRIED UNANIMOUSLY

**5 PUBLIC PARTICIPATION PERIOD**

The Public Participation Period commenced at 5:02 p.m.

The following members of the public expressed concerns related to and/or spoke in opposition of proposed District of North Saanich Officers Bylaw No. 1609, 2026:

- A. Hyndman, resident of North Saanich
- S. Harrison, resident of North Saanich
- H. Wilzewski, resident of North Saanich
- T. Gould, resident of North Saanich
- L. Kelly, resident of North Saanich

The following members of the public expressed concern regarding the public participation procedure:

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- S. Chandler, resident of North Saanich
- H. Wilzewski, resident of North Saanich

The Public Participation Period concluded at 5:18 p.m.

**6 REPORTS****a) STAFF REPORTS**

- i. **District of North Saanich Officers Bylaw No. 1609, 2026 – Consideration of New Bylaw**  
Staff Report No. CS-26-023, from B. Martin, Acting Chief Administrative Officer

MOVED BY: Councillor DiBattista

SECONDED BY: Councillor Stock

206 That Council give first, second, and third readings to “District of North Saanich Officers Bylaw No. 1609, 2026”, which establishes officer positions and assigns statutory responsibilities as required under the *Community Charter*.

CARRIED

OPPOSED: Councillor McConkey, Councillor Marshall and Councillor Shrivastava

**7 MOTIONS AND NEW BUSINESS**

There was no new business.

**8 CORRESPONDENCE**

There was no Correspondence received by Corporate Services at the time of publishing or prior to the meeting.

**9 CORRESPONDENCE FOR COUNCIL'S INFORMATION**

There was no Correspondence for Council's Information received by Corporate Services at the time of publishing or prior to the meeting.

**10 RISE AND REPORT**

There was no Rise and Report.

**11 ADJOURNMENT**

MOVED BY: Councillor Shrivastava

SECONDED BY: Councillor Stock

207 That the May 27, 2026, Special meeting of Council be adjourned at 5:31 p.m.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT

APPROVED AND CONFIRMED

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Mayor

**Subject to Adoption  
District of North Saanich  
1620 Mills Road  
Minutes of the Special Meeting of Council  
Friday, May 29, 2026, at 5:00 p.m.**

**PRESENT:**

Mayor	P. Jones
Councillors	C. Stock
	P. DiBattista
	J. McClintock
	S. Shrivastava
	I. McConkey
	K. Marshall

**ATTENDING:**

Acting Chief Administrative Officer	D. Plouffe
Manager of Human Resources	A. Stuart
Recording Secretary/Manager of Legislative Services	L. Alexander

**1     CALL TO ORDER**

Mayor Jones called the May 29, 2026, special meeting to order at 5:00 p.m.

**2     FIRST NATIONS TERRITORY ACKNOWLEDGEMENT**

Councillor Shrivastava acknowledged, with respect, as we look over our agenda for the day, let us be mindful of the potential implications that our decisions have on Indigenous peoples and to consider the common interests we have with neighbouring First Nations governments who are also making decisions and passing laws that support a sustainable region.

**3     INTRODUCTION OF LATE ITEMS**

There were no late items presented.

**4     APPROVAL OF AGENDA**

MOVED BY: Councillor McConkey  
SECONDED BY: Councillor Stock

208     That the May 29, 2026, Special meeting of Council agenda be approved.

CARRIED UNANIMOUSLY

**5     PUBLIC PARTICIPATION PERIOD**

The Public Participation Period commenced at 5:02 p.m.

The following members of the public expressed concerns related to and/or spoke in opposition of proposed District of North Saanich Officers Bylaw No. 1609, 2026 :

- G. Warner, resident of North Saanich
- L. Soellner, resident of North Saanich
- S. Harrison, resident of North Saanich
- T. Gould, resident of North Saanich

The Public Participation Period concluded at 5:18 p.m.

**Special Meeting of Council**

2026-05-29

**6 BYLAWS**

- a) District of North Saanich Officers Bylaw No. 1609, 2026

**MAIN MOTION:**

MOVED BY: Councillor Stock  
 SECONDED BY: Councillor DiBattista

- 209 That District of North Saanich Officers Bylaw No. 1609, 2026, be adopted.

CARRIED

**AMENDMENT MOTION:**

MOVED BY: Councillor Shrivastava  
 SECONDED BY: Councillor McConkey

- 210 That District of North Saanich Officers Bylaw No. 1609, 2026, be amended to strike the word "promote" from section 7(b) Personnel Administration.

DEFEATED

OPPOSED: Councillor DiBattista, Councillor Stock, Mayor Jones, and Councillor McClintock

A vote was called on the Main Motion and declared CARRIED

OPPOSED: Councillor McConkey, Councillor Marshall and Councillor Shrivastava

**7 MOTIONS AND NEW BUSINESS**

There was no new business.

**8 CORRESPONDENCE**

There was no Correspondence received by Corporate Services at the time of publishing or prior to the meeting.

**9 CORRESPONDENCE FOR COUNCIL'S INFORMATION**

There was no Correspondence for Council's Information received by Corporate Services at the time of publishing or prior to the meeting.

**10 RISE AND REPORT**

There was no Rise and Report.

**11 ADJOURNMENT**

MOVED BY: Councillor DiBattista  
 SECONDED BY: Councillor Stock

- 211 That the May 29, 2026, Special meeting of Council be adjourned at 5:31 p.m.

CARRIED UNANIMOUSLY

**Special Meeting of Council**

2026-05-29

CERTIFIED CORRECT

APPROVED AND CONFIRMED

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Mayor

DRAFT





## **Saanich Peninsula Environmental Coalition (SPEC)**

*Protecting nature by building community*

**TOGETHER WE ARE MAKING A DIFFERENCE!**



## **SUMMARY NOTES SPEC Community Meeting**

Saturday March 7, 2026

**SUMMARY NOTES**  
**SPEC Community Meeting 03/07/2026**

## 1. Background and Purpose<sup>1</sup>

Following the Sidney Summit in 2018, the Saanich Peninsula Environmental Coalition (SPEC) was formed as an informal collaborative group of like-minded organizations from across the peninsula<sup>2</sup>. SPEC came together to promote ecological stability and jurisdictional collaboration as a means to help ensure the environmental health of the Saanich Peninsula. At that time, our primary goal was ensuring that the key principles of bioregional planning<sup>3</sup> - ecosystem integrity, jurisdictional collaboration and community perspective - were incorporated into each of Sidney, North Saanich and Central Saanich's Official Community Plans (OCPs).



Generally, we were pleased with the level to which this goal was adopted. However, we felt it important to monitor the progress of the municipalities toward achieving their stated outcomes. So, in an effort to measure this progress, we launched Check-Up! To assist us in this effort SPEC partnered with the Action on Climate Team at Simon Fraser University for research support.

Thus, the purpose of this workshop was twofold: one, to update the community on SPEC's activities and our approach to bioregional planning; and two, the status of Check-Up! and our research relationship with SFU<sup>4 5</sup>.

About 50 people from around the peninsula attended to learn more and provide their input. We thank them for taking the time to be involved. The meeting itself was in two parts - opening remarks, followed by a facilitated workshop.

<sup>1</sup> A meeting summary is on page 7.

<sup>2</sup> Current members are: Friends of Shoal Harbour, SeaChange Marine Conservation Society, Peninsula Streams and Shorelines, Roberts Bay Residents, Radio Sidney, PlaceSpeak, Friends of North Saanich Parks, North Saanich PROW Association, NatuR&D, Saanich Inlet Protection Society.

<sup>3</sup> For those who are interested please review the May 2021 document A Bioregional Framework for the Saanich Peninsula available at: [www.placespeak.com/saanichpeninsulabioregion](http://www.placespeak.com/saanichpeninsulabioregion)

<sup>4</sup> This community meeting was supported by the Victoria Foundation's Community Grant Program.

<sup>5</sup> The agenda for the meeting follows as Appendix One.

## 2. Opening Remarks

Here, at the scale of the Saanich Peninsula, the place that we inhabit day to day, we can learn so much from the W̱SÁNEĆ people. Their memory and knowing is a great gift in finding a way forward that creates healthy communities and ecosystems.

We understand that as we take action on the concepts described in the Bioregional Framework it is, at the same time, an opportunity to support and respect W̱SÁNEĆ peoples, their history, values and future.

Following the land acknowledgement, Bob Peart welcomed our elected officials: Elizabeth May MP, Rob Botterell MLA, Mayor Peter Jones (North Saanich), Cliff McNeil-Smith (Sidney), and Councillor Sarah Riddell (Central Saanich). Each of them outlined their efforts related to the Peninsula's environment and natural assets. They also acknowledged that we could all do better collaborating and working together. Positive examples highlighted were Mermaid Creek, Reay Creek and the efforts made to address sea level rise and protect our natural shorelines through the OCP related zoning and bylaws.

## 3. Check-Up! Progress and Update

Alexandra Welch, Action on Climate Team SFU<sup>6</sup>

Alexandra provided her background and interest as a graduate student in the School of Resource and Environmental Management Planning at Simon Fraser University. As a biologist and planner who is interested in place-based planning, the practical community approach of SPEC fits well with her interests and graduate research.

Her focus has been to assist SPEC with the Check-Up! phase of their work. She approached this analysis by assessing the degree to which bioregional planning was reflected in the Official Community Plans of North Saanich, Sidney and Central Saanich.

To determine effectiveness, her approach was twofold: i) To analyze both the content and implementation strategies of the three OCPs in relation to the three key principles of SPEC's bioregional framework; and, ii) To determine the effectiveness of the OCPs in relation to ecosystem integrity through six critical indicators: nature-based solutions and green infrastructure, living shorelines, tree canopy cover, landscape connectivity, watershed health and agriculture/food systems.

The themes that emerged from the overall OCP analysis were:

- Although the climate context was reflected as central to the context and delivery of each of the OCPs, there was a disconnect between the scale at which climate impacts occur and the scale at which planning decisions are made.

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<sup>6</sup> You can find a copy of Alexandra's PowerPoint presentation [here](#) on SPEC's PlaceSpeak page.

SUMMARY NOTES  
SPEC Community Meeting 03/07/2026

- Ecosystems span municipal boundaries and therefore benefit from increased integrated management and cross-municipal stewardship. There was an absence of shared ecological priorities, mapping frameworks and spatial assessments
- The OCPs recognized the need for collaboration between municipalities, the CRD, W̱SÁNEĆ Nations, and local organizations in decision-making processes.
- While jurisdictional collaboration was valued, it tended to happen on an informal case-by-case basis.
- Environmental features are being addressed within individual municipality, rather than through coordinated frameworks.
- Local champions and community-led volunteer groups have been vital to the implementation of OCP policies.
- It's clear that the community is frustrated with the policy vs practice gap. While municipalities generally have environmental policies in place, community residents experience a significant disconnect between what is written in the OCPs and what is actually happening on the ground.

It's evident that additional effort, including boosting capacity and resources, is required to establish formalized coordination mechanisms between municipalities.

At the more specific level, the analysis of the six indicators noted the following:

- *Nature-based Solutions (NbS) and Green Infrastructure*: There is strong support for these approaches, and the OCPs reference green infrastructure and the need for a natural assets inventory to varying degrees. However, many of these policies do not yet include clear implementation standards, monitoring requirements, or performance metrics.
- *Living Shorelines*: While recognizing the jurisdictional complexity, there needs to be consistent policy in the OCPs for protecting natural shorelines, supporting 'soft engineering' and preventing shoreline hardening.
- *Tree Canopy Cover*: The OCPs and public engagement recognize canopy cover as a high community priority. There are many socio-ecological benefits through the tree protection policies; yet the ability for compliance monitoring and actual protection isn't reflected in a coordinated approach, such as an overall Urban Forest Management Strategy.
- *Landscape Connectivity*: There was little specific OCP focus on connectivity across the landscape as a means to improve wildlife movement, natural system functions or climate resiliency. Instead, landscape connectivity and cumulative effects are addressed as future data-collection opportunities and are not currently coordinated across municipal boundaries.
- *Healthy Watersheds*: The importance of storm water management, aquifer protection and water quality received good attention in the OCPs; whereas, the need for pan-Peninsula water-based planning was not as strong. A positive example was KÉLSET (Reay) Creek.

**SUMMARY NOTES**  
**SPEC Community Meeting 03/07/2026**

- *Agriculture and Food Systems:* While there were strong references to agriculture and the importance of local and sustainable food systems to the well-being and prosperity of the community in the OCPs; there could be stronger recognition of the ecological, connectivity, and climate resilience value of agricultural lands.

In conclusion, the residents of the Saanich Peninsula have strong environmental values. They recognize that a number of positive planning initiatives are underway with local governments, the W̱SÁNEĆ people, the CRD, and community organizations. However, more effort can be made to improve coordination, enhance monitoring, and develop implementation mechanisms focussed on improving collaboration between the municipalities.

#### 4. Facilitated Workshop Conversation

Building on Alexandra's presentation, the workshop goal was to provide the opportunity for attendees to raise their concerns and discuss the challenges related to the six critical indicators outlined above. Attendees had the opportunity to discuss two of the indicator topics at workshop tables. The workshop discussion was framed around the following questions:

**TOPICS:** Nature-Based Solutions/Green Infrastructure, Living Shorelines, Tree Canopy, Healthy Watersheds, Landscape Connectivity, Agriculture and Food Systems

*Given your topic:*

- *What is working well?*
- *What are the current challenges?*
- *Any suggestions for improving collaboration between/among the municipalities?*
- *Leading up to the October municipal elections, what should be the priority(s) to improve how this particular topic is being addressed?*

Although the six indicator topics differ from each other, a set of common themes emerged from the workshop conversations:

1. The importance of increased municipal collaboration at the staff level to improve inconsistent baseline data and better address environmentally related issues - including mapping, data collection, tree canopy, restoration and public outreach.
2. How fortunate we are to have the agriculture lands protected by the ALR, otherwise the Peninsula would be fully developed. And without these lands we wouldn't have the wonderful farmers and farm markets.
3. Each Council, needs to continue their efforts to develop a healthy, respectful relationship with the W̱SÁNEĆ Nation.

SUMMARY NOTES  
SPEC Community Meeting 03/07/2026

4. Bring back the regular joint meetings of the Mayors and three municipal councils to improve coordination and peninsula-wide actions.
5. Bioregional management should be seen as a positive alternative to the current fragmented environmental governance.
6. Climate impacts – drought, extreme rainfall, erosion, tree mortality – are accelerating faster than current systems can adapt.
7. The need for an environmentally focused cross-municipal ‘governance-advisory’ body so key decisions can be made at a more bioregional level.
8. Local authorities show goodwill and attention, but often the province, CRD or federal agencies are at cross-purposes. This confusion makes it difficult to address important community issues. An example is the provincial pressure for increased housing at the municipal level.
9. The peninsula has strong assets and committed people. However, progress depends on deeper collaboration, clearer governance and a serious commitment to public engagement.

Specific feedback on what is working well, current challenges and suggestions for improving municipal collaboration for each of the six indicator topics is attached as Appendix Two. It is important to note that much of the indicator-related table discussion reflected the research results previously outlined by Alexandra on page Four.

The final workshop question: *“Leading up to the October municipal elections, what should be the priority(s) to improve how this topic is being addressed?”* is summarized below:

- A coordinated approach to natural assets/green infrastructure – particularly related to the development of a collaborative natural assets inventory.
- A commitment by the Mayors and Councillors to return to the previous practice of meeting jointly on a regular basis.
- Watershed health and living shorelines are not separate issues, but linked. These indicators need to be better connected at the municipal planning and management level.
- The future of our agricultural lands is crucial for both food and the environment. The municipalities need to put a stronger emphasis on supporting the Peninsula and Area Agriculture Commission (PAAC).
- As they are such important land owners, continue working on improving the relationship with the Victoria Airport Authority.
- The establishment of an inter-municipal advisory body, such as a Saanich Peninsula Environment Advisory Commission. This body would guide jurisdictional collaboration and help ensure the three principles of bioregional planning are better reflected in environmental planning and management decisions.

## 5. Closing and Summary

Both the research literature and SPEC's survey work are clear that cooperation and collaboration are the effective option when addressing the changing conditions of climate and when planning for environmental sustainability – particularly when budgets, capacity and related resources are scarce. To address the challenges facing the three Saanich Peninsula municipalities a 'whole of society approach' is therefore required.

This perspective was strongly reflected by workshop attendees. There is an expectation (and hope) that both staff and elected officials will embrace this collective shift in order to address the climate-related challenges facing the community.

Following this meeting, SPEC will receive its final report from Alexandra Welch in June. Her report and the summary themes from this meeting will form the basis of a presentation to each of the three municipal Councils. Based on this work, SPEC will also be formulating a set of questions leading up to the October municipal election.

**Thank you for joining the conversation!**  
**For more information:**



[www.placespeak.com/saanichpeninsulabioregion](http://www.placespeak.com/saanichpeninsulabioregion)



[www.saanichpeninsula.ca](http://www.saanichpeninsula.ca)



Saanich Peninsula Environmental Coalition



[specoalition@gmail.com](mailto:specoalition@gmail.com)

## APPENDIX ONE


**Saanich Peninsula  
Environmental  
Coalition**
*Protecting nature by building community*
**Together We Can Make a Difference!**

Community Meeting  
Saanich Peninsula Presbyterian Church  
Saturday March 7<sup>th</sup>, 2026

**PURPOSE:** Update Saanich Peninsula residents on our approach to bioregional planning, gather input on key topics and promote the importance of jurisdictional collaboration.

**AGENDA**

12:30	Doors Open and Mingle
1:00	Opening Remarks: Bob Peart, Saanich Peninsula Environmental Coalition (SPEC) Indigenous Land Acknowledgement
1:15	Welcome Remarks from Elected Officials: Elizabeth May MP, Rob Botterell MLA, Mayor Jones (North Saanich), Mayor McNeil-Smith (Sidney) and Mayor Windsor (Central Saanich).
1:30	Saanich Peninsula Environmental Coalition Overview (Bob Peart)
1:45	SPEC Research Overview (Alexandra Welch, Action on Climate Team SFU)
2:00	Questions/Discussion
2:15	BREAK
2:45	Facilitated Workshop/Conversation <ul style="list-style-type: none"> <li>• Topics for Conversation: Nature-based Solutions/Green Infrastructure, Living Shorelines, Tree Canopy, Healthy Watersheds, Landscape Connectivity and Agriculture.</li> </ul>
4:00	Workshop Summary, Wrap Up and Next Steps
4:30	Close

**ACTION:** To produce a workshop summary report that will be distributed to all attendees; and presented to each of the three Councils – North Saanich, Central Saanich and Sidney.

## APPENDIX TWO

### ***Nature-Based Solutions/Green Infrastructure***

#### *What is working well?*

- The various Green Shore projects.
- Increased recognition that wetlands can purify water.
- Cleaning up septic tanks and chemical use on agriculture lands so the drainage into the ocean at places like Coles Bay isn't as hazardous.
- Increasing recognition that our 'ditches' really are important watercourses and need to be treated as such.
- The Sandown Centre for Regenerative Agriculture.

#### *What are the current challenges?*

- Linking our activities on the land to changes because of climate shifting.
- The slow gradual removal/deterioration of the tree canopy and hedgerows.
- We need strict standards that are enforced.
- Need to improve our relationship with the Airport as they are an important land owner on the peninsula, especially related to water and shorelines.
- Better consistency in improving the flow of ground water to the ocean.
- Storm water flow and management – we need to hold the water longer before it reaches the sea.
- Need to increase the incentives for private land conservation – example tax benefits.  
Reference: <https://www.fnsp.ca/wp-content/uploads/2025/09/FNSPIncentivesShukooh-Goadrzi-2025-finalfinal999.pdf>

#### *Any suggestions for improving collaboration between/among the municipalities?*

- Increased collaboration can be done informally but better if that direction is given to staff by Council.
- Increased public education about the link between environmental health and human health.
- Any natural assets inventory being done should be collaborative and pan-peninsula – for sure not municipality by municipality, which seems to be the current approach.

### ***Living Shorelines***

#### *What is working well?*

- Scoter Trail is an example of a good solution and collaboration between North Saanich and Peninsula Streams.
- Updating the previous shore zone mapping project.
- North Saanich adapted CRD bylaw to provide proof of septic tank pumping.

SUMMARY NOTES  
SPEC Community Meeting 03/07/2026

- Water testing done by volunteer groups with equipment provided by Surf Rider.
- The cooperative nature of the NGOs working to protect the natural environment and shorelines of the peninsula.
- Consistent community surveillance and reporting.

*What are the current challenges?*

- Need to improve how we monitor agriculture runoff/sediment.
- The ‘hardening’ of our shorelines. Natural shorelines need to be protected and more effort towards restoration.
- Septic fields that discharge into the marine environment.
- The increasing number of derelict and abandoned vessels, with little solution evident.
- Involving the younger generation in restoration projects.
- Educating the public on the importance of shoreline protection.
- Enforcing the License of Occupation regulations.

*Suggestions for improving collaboration between/among the municipalities?*

- Municipalities must coordinate their efforts on healthy shorelines - talk to each other starting with the Mayors
- Improve how local knowledge is marshalled so it can be shared on a systematic basis.

### **Tree Canopy**

*What is working well?*

- It varies from municipality to municipality but the strength of the associated Tree Bylaws, and such public events as Tree Appreciation Day.
- Strong public recognition of the importance of retaining and enhancing the tree canopy to both human health and ecological health.
- North Saanich’s OCP reference to minimum 30% canopy cover.

*What are the current challenges?*

- The impact of development pressures and climate change on tree retention.
- Lack of professional staff who have the correct knowledge and expertise.
- Staff undertake mapping and natural asset projects without coordinating with adjacent municipalities.

*Suggestions for improving collaboration between/among the municipalities?*

- Establish an inter-municipal advisory commission.
- The three municipalities should coordinate their policies and strategies related to retaining and enhancing the tree canopy.

### **Landscape Connectivity**

#### *What is working well?*

- Positive examples were discussed: KÉLSET (Reay Creek) and TĒNTEN (Tenten Creek) for the efforts to improve habitats so it is easier for wildlife to move around.
- The volunteer stewardship efforts of our great local groups and dedicated individuals.
- Gradual increase in the importance of connectivity by municipal staff, that is reflected in updated policies and bylaws.

#### *What are the current challenges?*

- The lack of consistent baseline ecological data – in particular mapping and spatial data between municipalities.
- Shifting baselines' where gradual degradation becomes normalized over time. This perception emphasizes the importance of maintaining data over time.

#### *Suggestions for improving collaboration between/among the municipalities?*

- Municipalities keep busy responding to development pressures rather than developing cooperative mechanisms that address future needs.
- Landscape connectivity operates across municipalities whereas government structures and policy remain fragmented. A strong peninsula-wide multi-jurisdictional committee that focuses on the environment would be beneficial.
- Application of existing CRD and provincial standards to protect ecological corridors – particularly related to watercourses, riparian areas and shorelines.

### **Healthy Watersheds**

#### *What is working well?*

- Active stewardship groups who collect data, lead restoration projects and believe in engaging the community in their endeavours.
- The contribution of local people who have such a great deal and far-ranging experience and knowledge.
- A growing set of baseline knowledge to support future strategies and help harmonize approaches across the peninsula.

#### *What are the current challenges?*

- The increasing evidence of climate impacts on the landscape.
- Overlapping jurisdictions create confusion and often interfere with the ability to deliver on good projects in a timely fashion.
- Education so the community has a better understanding of why watershed health matters.
- Watershed boundaries don't match municipal boundaries – leading to fragmented, inconsistent management.

SUMMARY NOTES  
SPEC Community Meeting 03/07/2026

- Limited funding and staff capacity making it difficult to start up worthwhile projects and keep them going once started.

*Suggestions for improving collaboration between/among the municipalities?*

- Establish a cross-municipal shared governance watershed/environment governance table.
- Re-establish the regular inter-municipal meetings for both staff and Council to share information and improve coordination.
- Create a common, shared data set of key information and better align land-use planning tools to improve municipal planning.

### ***Agriculture and Food Systems***

*What is working well?*

- The ALR is good at protecting farmland.
- We have wonderful local farmers and farm markets.
- There is a growing interest in local food supply and food security.
- The sense of agriculture on the land and around our community.

*What are the current challenges?*

- The entire issue of 'farm status' needs to be addressed – what is a farm, how much income should a farm produce, who determines farm status? In particular, are horse farms and minimal hay production a legitimate use of farmland - perhaps these lands should be more focussed on food production.
- Overall high land values.
- Food production stressed over potential ecosystem services – find a way to do both.
- The logging of forested land on ALR designated properties.
- The overpopulation of resident Canada geese and their crop destruction.

*Suggestions for improving collaboration between/among the municipalities?*

- Support the revitalization of the Peninsula and Area Agricultural Commission (PAAC).
- With support from PAAC, develop district-wide oversight of illegal fill dumping.
- Bring back the regular joint meetings of Council to improve collaboration across the three jurisdictions.
- Support a Natural Area Asset Inventory that is peninsula-wide not municipality by municipality – and ensure that agriculture is included as these lands are crucial for water quality, storm water management and landscape connectivity.



## Saanich Peninsula Environmental Coalition

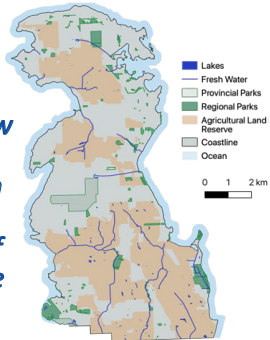
*Protecting nature by building community*

Photo: Terry Venables

### WHO WE ARE

The Saanich Peninsula Environmental Coalition (SPEC) is an informal collaborative group of like-minded organizations from across the peninsula who have come together to promote ecological sustainability and jurisdictional collaboration as a means to help ensure the future environmental health of the peninsula.

*Nature doesn't recognize municipal boundaries. So let's view the Saanich Peninsula as one larger bioregion with common interests and cultures, instead of separate administrative units.*



### TOGETHER WE CAN MAKE A DIFFERENCE

In an effort to aid local councils and community members, SPEC is launching **Check-up!** —

a program to monitor each of the Central Saanich, Sidney and North Saanich Official Community Plans (OCPs).

Our goal with **Check-up!** is to measure the progress of each municipality towards achieving stated environmental outcomes, with a focus on such critical factors as tree canopy, shoreline protection and watershed integrity.

## THE SPEC VISION

In respectful collaboration with the WSÁNEĆ Nation, the municipalities of Central Saanich, North Saanich, and Sidney recognize the rich and interconnected ecology of the Saanich Peninsula Bioregion and commit to work together to foster a healthy and sustaining environment for the future.



To help achieve this vision we have developed a **Bioregional Framework** composed of three distinct, but interrelated principles.

*Find out how  
you can help.  
Join the  
conversation!*



[www.placespeak.com/saanichpeninsulabioregion](http://www.placespeak.com/saanichpeninsulabioregion)

**FOR MORE INFORMATION:**  
[www.saanichpeninsula.ca](http://www.saanichpeninsula.ca)

*Map credit: Contains information licensed under the BC Open Government Licence which contains information from ©OpenStreetMap*



## STAFF REPORT

To: Stephanie Munro  
Chief Administrative Officer

Meeting Date: June 15, 2026

From: Alyson Stuart  
Manager, Human Resources

Staff Report No.: CS-26-022

**Re: Vacation Recognition Policy**

### **RECOMMENDATIONS:**

That Council:

1. Receive Staff Report No. CS-26-022 – Vacation Recognition Policy for information and;
2. Approve Policy No. COU-161 - Vacation Recognition Policy.

### **STRATEGIC PLAN IMPLICATIONS:**

This matter relates to the following Council strategic priorities:

- *Embody good governance principles of community engagement, accountability, leadership, impartiality, and transparency*
- *Maintain a safe, inclusive, healthy, and vibrant community*

### **PURPOSE:**

The purpose of this report is to present a draft Vacation Recognition Policy (Attachment 1) for Council's consideration and provide context regarding the proposed policy framework and rationale.

### **INTRODUCTION/BACKGROUND:**

The development of a vacation recognition policy has the potential to support the District's recruitment and retention objectives. In an increasingly competitive municipal labour market, experienced professionals are often reluctant to move between organizations if doing so requires them to accept entry-level vacation entitlements. Recognizing prior local government service can help remove this barrier, make lateral movement within the sector more attractive, and demonstrate that the organization values public sector experience and long-term career progression. This can be particularly important when recruiting senior leaders, specialized professionals, and mid-career employees who have accumulated significant vacation entitlements over many years of service and have much to offer the district in expertise and experience.

In addition to recruitment benefits, a formalized policy may contribute positively to organizational culture and employee retention. Establishing a transparent and consistent framework for recognizing prior service reduces the need for case-by-case negotiation and helps mitigate perceptions of inequity or inconsistency. It also positions the district as a progressive employer that values employee wellbeing, work-life balance, and experience gained within the broader local government sector.

**DISCUSSION:**

Staff have prepared a proposed policy applicable to both current and future CUPE and exempt employees that establishes parameters around the recognition of prior service, including limits on recognized service and a tiered recognition approach.

The proposed policy has a tiered approach to recognizing prior service:

- 3-5 years of service = 3 additional days of vacation
- 5-10 years of service = 5 additional days of vacation
- 10+ years of service = 8 additional days of vacation

Prior service recognition is capped at a maximum of 8 additional days of vacation.

The proposed policy aligns recognized prior years of service with the experience levels typically required within District of North Saanich job descriptions.

To maintain internal equity and recognize the value of service with this District, the policy requires employees to complete the applicable years of continuous service before advancing to the next vacation entitlement threshold. Recognition of prior service only applies to the employee's initial placement within the vacation entitlement schedule.

This approach was incorporated to mitigate compression concerns, support employee morale, and ensure equitable treatment between existing and newly hired employees.

The proposed policy seeks to recognize cumulative previous experience with municipal and regional districts (within BC), acknowledging the value of understanding local government operations.

When considering how this would impact current existing staff, the proposed policy has language that speaks to employees whose vacation entitlements meet or exceed the vacation provided under the implementation of this policy will maintain their current vacation entitlement. This supports fiscal prudence while maintaining internal equity across the district.

**FINANCIAL IMPLICATIONS:**

Implementation of a vacation recognition policy will have direct financial impacts related to increased vacation entitlements, potential year-end payouts due to the districts three-week carry-over limit, and operational pressures associated with additional time away from the workplace.

In preparing the draft policy, the district has taken into consideration how best to limit the direct financial impact. The following outlines the estimated immediate financial impact:

- Additional Hours: approximately **343 hours**
- Cost of Additional Hours: **\$25,368.95**
- Estimated Cost to Payout hours over 3 weeks at December 31, 2026: **\$7,412.01**

The financial analysis reflects only the immediate cost associated with current staff. Additional ongoing costs would only arise because of recruitment. The district cannot accurately determine a cost estimate as this would be subject to prior service levels of successful candidates.

Stephanie Munro, Chief Administrative Officer  
 Re: *Vacation Recognition Policy*

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Page 3

**OPTIONS:**

That Council:

1. Receive Staff Report No.CS-26-022 – Vacation Recognition Policy for information and/or;
2. Approve Policy No. COU-161 - Vacation Recognition Policy; or
3. Approve Policy No. COU-1-1 – Vacation Recognition Policy with amendments; or
4. Provide staff with alternate direction.

**SUMMARY/CONCLUSION:**

The proposed Vacation Recognition Policy provides a structured and consistent framework for recognizing prior local government experience while supporting the district's broader recruitment and retention objectives. The policy is intended to reduce barriers to attracting experienced professionals, recognize the value of prior local government experience, and promote fairness and transparency in vacation entitlement administration.

The proposed tiered approach establishes clear limits on recognized prior service and supports internal equity between existing and newly hired employees. Applying the policy consistently to both CUPE and exempt staff further supports organizational consistency and equitable treatment across the district.

While the policy will result in some increased vacation-related costs, the long-term financial impact will largely depend on future recruitment activity and the prior service levels of successful candidates. Staff have incorporated measures within the proposed policy intended to balance competitive recruitment practices with operational and fiscal considerations.

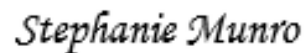
Respectfully submitted,




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Alyson Stuart  
 Manager, Human Resources

Concurrence,




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Stephanie Munro  
 Chief Administrative Officer

Respectfully reviewed,




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Dianna Plouffe  
 Director of Corporate Services

Attachment 1. Draft Policy No. COU-161 – Vacation Recognition Policy



## ATTACHMENT 1



## DISTRICT OF NORTH SAANICH

## COUNCIL POLICY

<b>TITLE: Vacation Recognition Policy</b>	<b>POLICY NO. COU-161</b>
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**PURPOSE**

The purpose of the Vacation Recognition policy is to enhance the district's recruitment strategy, by way of recognizing relevant previous experience in Local Government environments and increasing eligible employees' vacation balance accordingly.

**SCOPE**

This policy applies to all current and future regular CUPE and exempt employees, who can demonstrate their previous regular part time or full-time local government experience within the province of British Columbia.

**DEFINITIONS**

**Local Government Experience:** Pertains to full time or part time regular employment with municipal or regional districts within British Columbia in both unionized and exempt positions. Experience will not take into consideration any auxiliary time worked. Auxiliary employees will have and will continue to receive their vacation in lieu.

**Experience:** All municipal and regional district experience will be considered and will be cumulative for the purpose of the calculation under this policy.

**Employees Included in the Policy:** Regular Full Time, and Regular Part Time CUPE and Exempt staff.

<b>EFFECTIVE DATE:</b>	<b>APPROVED BY:</b>	<b>REF:</b>	<b>AMENDS NO.</b>	<b>PAGE 1 of 4</b>
	<b>PREVIOUS POLICY NO.</b>			

**POLICY**

Employees in unionized or exempt positions will have their prior local government experience honoured for the purpose of determining their vacation entitlement.

The policy will apply to all future new employees of the district and retroactively for existing employees. Both prior experience as well as time with the district will be recognized equally.

- a) Staff who have demonstrated 3-5 years of previous local government experience will receive an additional 3 days of vacation at the time of hire.
- b) Staff who have demonstrated 5-10 years of previous local government experience will receive an additional 5 days of vacation at the time of hire.
- c) Staff who have demonstrated 10+ years of previous local government experience will receive 8 days of vacation at the time of hire.
- d) Once placed at a vacation entitlement level upon hire, employees must complete the required period of continuous service with the District of North Saanich before being eligible for the next vacation entitlement increase.

***Examples:***

*If a CUPE employee starts at step 2 of the vacation entitlement (18 days), that employee needs to work 8 years of service with the district before receiving an additional increase (23 days).*

*In the case of an Exempt employee, if the employee starts at step 2 of the vacation entitlement (23 days), that employee needs to work 8 years of service with the district before receiving an additional increase (28 days)*

- e) Employees whose current vacation entitlement is equal to or greater the vacation provided under this policy will retain their existing vacation entitlement and will not receive additional vacation under this policy.

<b>EFFECTIVE DATE:</b>	<b>APPROVED BY:</b>	<b>REF:</b>	<b>AMENDS NO.</b>	<b>PAGE 2 of 4</b>
	<b>PREVIOUS POLICY NO.</b>			

- f) Recognition applies only to vacation, and shall not apply to seniority, sick time or any other entitlement.
- g) Additional time added to vacation banks upon hire will be capped at 8 days.
- h) Previous part-time work in Local Government will be treated as years served for the purpose of this policy. Employment in a part-time position with the district will allow for pro-rated additional vacation days.

***Example:***

*If an employee is hired at 50% and would be entitled to 8 additional days under this policy, they will receive 4 days of additional vacation.*

- i) Time listed on the resume will be used to determine vacation, unless otherwise proved by the candidate.

**RESPONSIBILITIES**

**Employees:**

At the time of commencing employment with the district, employees will be responsible for notifying Human Resources of all past service with eligible employers, if not already clearly outlined on their resume and verified at the time of hire.

**Human Resources:**

The Human Resources department will be responsible for verifying what local government experience a candidate has when completing references.

The Human Resources department will be responsible for ensuring that the previous experience is clearly outlined in the Employment Agreement and is communicated effectively to payroll for the purposes of advancing appropriate vacation entitlement

<b>EFFECTIVE DATE:</b>	<b>APPROVED BY:</b>	<b>REF:</b>	<b>AMENDS NO.</b>	<b>PAGE 3 of 4</b>
	<b>PREVIOUS POLICY NO.</b>			

**REVISION HISTORY**

DRAFT

**TITLE: Vacation Recognition Policy**

**POLICY NO.**  
COU-161

<b>EFFECTIVE DATE:</b>	<b>APPROVED BY:</b>	<b>REF:</b>	<b>AMENDS NO.</b>	<b>PAGE 4 of 4</b>
	<b>PREVIOUS POLICY NO.</b>			



## STAFF REPORT

To: Stephanie Munro  
Chief Administrative Officer

Meeting Date: June 15, 2026

From: Barb Webster  
Director of Financial Services & Information Technology

File: FIN-26-13

**Re: Council Remuneration Committee Report**

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### **RECOMMENDATION(S):**

1. That Council receive the Council Remuneration Review Committee's report; and, give first and second reading to the proposed "North Saanich Council Remuneration Bylaw No. 1608, 2026".
2. That Council give third reading to the proposed "North Saanich Council Remuneration Bylaw No. 1608, 2026".

### **STRATEGIC PLAN IMPLICATIONS:**

This matter relates to the following Council strategic priorities:

- *Embody good governance principles of community engagement, accountability, leadership, impartiality, and transparency*

### **INTRODUCTION/BACKGROUND:**

On December 1, 2025, Council passed a Notice of Motion for a review of Council Remuneration for implementation effective January 1, 2027.

### **DISCUSSION:**

The motion directed staff to seek members of the community to volunteer their time for the review of the Council Remuneration Bylaw and to prepare a report with their findings and recommendations for Council to consider. Staff prepared the Terms of Reference, advertised and scheduled interviews for members of Council, and once members of the community were selected, the Committee attended their first meeting on January 28, 2026. Staff were able to provide the committee with the information that was requested, and then prepared the attached report for Council to consider.

The report provides Council with the methodology used in gathering the data, and the Committee's recommendation for remuneration.

A draft bylaw has been prepared based on the Committee's recommendation for Council to consider and give first and second reading to the bylaw. After any discussion, Council could make amendments to the draft bylaw, and give it 3<sup>rd</sup> reading as amended.

Stephanie Munro, Chief Administrative Officer  
 Re: *Council Remuneration Committee Report*

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Page 2

**OPTIONS:**

Council can:

1. Receive the Council Remuneration Review Committee report.
2. Provide first & second reading of the Draft Bylaw.
3. Provide third reading as amended if any of the Draft Bylaw.
4. Provide alternate direction.

**FINANCIAL IMPLICATIONS:**

The increase from the 2026 remuneration to the proposed rates for 2027 amount to \$11,728 annually or a 0.07% tax rate increase based on 2026 budget figures.

**LEGAL IMPLICATIONS:**

Frequent review and updating of bylaws is an important part of municipal processes to ensure continued alignment with current practices.

**COMMUNICATIONS IMPLICATIONS:**

Once the bylaw is adopted, staff will ensure that the current bylaw is finalized and posted to the District's website.

**SUSTAINABILITY AND CLIMATE CHANGE IMPLICATIONS:**

There are no sustainability or climate change implications associated with this report.

**SUMMARY/CONCLUSION:**

This bylaw requires updating to reflect current rates and practices and in preparation for the 2026 General Local Government Election.

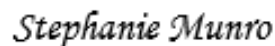
Respectfully submitted,




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Barb Webster  
 Director of Financial Services &  
 Information Technology

Concurrence,




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Stephanie Munro  
 Chief Administrative Officer

Attachment 1: Notice of Motion & Schedule A

Attachment 2: North Saanich Council Remuneration Review – Report

Attachment 3: Draft Council Remuneration Bylaw No. 1608, 2026

**ATTACHMENT 1****DISTRICT OF NORTH SAANICH****NOTICE OF MOTION**

**Meeting date: December 1, 2025**

**From: Councillor Phil DiBattista**

**Subject: Council Remuneration Review**

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**WHEREAS:** The District of North Saanich has not reviewed Council Remuneration since 2014, other than an automatic adjustment tied to Unionized Municipal Employees since that time.

**AND WHEREAS:** Nine of the Thirteen Municipalities in BC of Comparable size have all conducted a comprehensive review of Council remuneration since 2022. (Central Saanich, Comox, Oak Bay, Parksville, Powell River, Sidney, Sooke, Summerland, View Royal)

**AND WHEREAS:** Each Municipality has conducted a review differently (Staff Review, Independent Consultant Review, Marketing Survey, Community Task Force Review)

**AND WHEREAS:** Council Remuneration is to be reviewed in the year leading up to Municipal Elections.

**AND WHEREAS:** based on a cursory review of the current North Saanich Council remuneration compared to municipalities, towns and districts of comparable populations, specifically; Central Saanich, Coldstream, Comox, Nelson, Oak Bay, Parksville, Powell River, Sidney, Sooke, Summerland, Terrace, and View Royal, the District of North Saanich is 21% (council) and 25% (mayor) lower than the average comparable municipalities. (See Attachment A)

**THEREFORE BE IT RESOLVED:** That Council direct staff to advertise for a North Saanich citizen-led volunteer review committee for the Council Remuneration Bylaw. Staff will request that applicants confirm residency in the district, provide their reasons for wanting to serve on the committee and their relevant background and experience. Staff will provide Council with the applications and coordinate interviews to be completed in January 2026.

**THEREFORE BE IT RESOLVED:** That Council will select either 3 or 5 members to be on the committee. (Depending on the number of applicants)

**THEREFORE BE IT RESOLVED:** That the committee will be tasked with conducting their own research, and gathering information from comparable-sized towns, districts and municipalities (population), within the CRD, Vancouver Island and Province for the purpose of comparing council remuneration, both

monetary and other forms of compensation (ie child care, professional development or other benefits).

**AND**

That the committee will compare the amount of work (time) conducted by members of North Saanich council to other municipalities based on Council and committee work, public meetings and community events etc.

**AND**

That the committee will prepare a report and present to Council their findings by the end of March 2026 for consideration.

**AND THEREFORE BE IT FURTHER RESOLVED:** That Council direct staff to provide any logistical assistance, in setting up meetings (all to be done at municipal hall), gathering of documents or other relevant information not accessible to the committee (ie civic info data) required by the committee to help prepare their recommendations.

**AND THEREFORE BE IT FURTHER RESOLVED:** Any suggested increase is not to take effect until January 2027, so it does not benefit the current council.

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Strategic Relevance:

Goal 3: Maintain a Safe, Inclusive, Healthy, & Vibrant Community

Goal 4: Support Growth That is Environmentally, Socially, & Economically Sustainable.

Goal 5: Embody Good Governance Principles of Community Engagement, Accountability, Leadership, Impartiality, & Transparency

Financial Implications:

Depending on the recommendation of the Committee, there may be a financial implication to the District.

Background:

The District of North Saanich has not conducted a comprehensive review of Council Remuneration since 2014. At the same time, all other comparable municipalities have conducted such reviews since 2022 up to and including 2025.

Conducting a comprehensive citizen-led review is of vital importance to ensure transparency in council decision-making when it comes to any salary increases for elected officials.

Conducting a comprehensive review of Council remuneration ensures that the community considers not just financial barriers for people in our community to serve on council, but also other obstacles that may prevent people from being able to serve.

Conducting a citizen-led review allows for the public to consider what their expectation of members of council are (time wise) and then what a reasonable remuneration is for the work that is expected of an elected official in a medium-sized community and helps create an understanding of the complex environment of Municipal politics, and the time commitment required to govern effectively.

**Respectfully submitted,**

**Councillor Phil DiBattista**

"Attachment A"

District	Population	When	Mayor	Council	Process	Comparision Districts	Notes
Oak Bay	18,813	2022	\$ 55,785	\$ 23,713	Staff Annual and CPI		
Central Saanich	18,150	2023	\$ 64,000	\$ 27,800	Annually as per CPI	Colwood, Comox, Cranbrook, Esquimalt, Fort St John, Lake Country, Nelson, Oak Bay, Parksville, Pitt Meadows, Port Alberni, Powell River, Salmon Arm, Sooke, Squamish, White Rock	
Sooke	17,128	2023	\$ 50,762	\$ 21,466	CPI		
Comox	15,962	2022	\$ 58,275	\$ 26,371	CPI + 90% avg of comparable districts	Courtenay, Qualicum, Parksville, Sideny	
Parksville	14,995	2023	\$ 62,641	\$ 31,914	CPI		
Powell River	14,937	2025	\$ 60,600	\$ 31,800			
North Saanich	13,340	2014	\$ 38,322	\$ 19,161	Adjusted to CUPE bargaining		
Sidney	13,288	2025	\$ 46,250	\$ 18,474	CPI		50 % of Mayor
Terrace	13,252	2021	\$ 45,817	\$ 22,417			
View Royal	12,619	2023	\$ 44,687	\$ 22,343	Staff Market Survey and CPI	Central Saanich, North Saanich, Colwood Dawson Creek, Nelson, Lake Country, North Saanich, Sechelt, View Royal, Parksville, Sidney, Terrace, Williams Lake	
Summerland	12,492	2024	\$ 43,674	\$ 19,653	Community Task Force and CPI		45 % of mayor
Nelson	12,346	2022	\$ 60,482	\$ 25,425			
Coldstream	11,553	2021	\$ 35,896	\$ 19,379			
		AVG	\$ 51,322	\$ 23,840			



## ATTACHMENT 2

### North Saanich Council Remuneration Review

#### Introduction

North Saanich Council established the North Saanich Council Remuneration Review Committee (“the Committee”). The purpose of the Committee is to conduct research, review existing bylaws, policies, and practices of the District of North Saanich and comparable municipalities within the Capital Regional District, Vancouver Island and Province, to provide an independent report to Council with recommendations regarding Council remuneration, both monetary and other forms of compensation, benefits, and expenses for the next term of elected officials.

#### Data and Scope of Review

Statistical, financial and operational data for BC municipalities were sourced from the BC Local Government Statistics database. These data were supplemented by remuneration and benefits data obtained directly from municipalities included in the selected comparison group. Limitations on the availability of credible data necessarily restricted the scope of the review and, in particular, precluded the review of time spent by elected officials in performing their duties.

#### Methodology

In conducting its review, the Committee has relied upon the Union of BC Municipalities (UBCM) Council and Board Remuneration Guide (“the UBCM Guide”). The UBCM Guide includes the following best practice guideline:

“Local governments should consider using base remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration”.

In selecting a valid comparison group of similar jurisdictions, the UBCM Guide identifies population size as the primary determinant, in addition to secondary factors such as location and operating budget.

#### Selection of Comparison Group

The Committee reviewed statistics for all BC municipalities with populations between 5,000 and 25,000 residents. A group of 10 similarly situated jurisdictions were selected based on:

- Population;
- Revenue; and
- Tax base.

The comparison group and summary selection factor statistics are presented in Appendix A.

It will be noted that based on measures of population, revenue and tax base, North Saanich is positioned around the first quartile or 25th percentile of the comparison group.

### Remuneration Data

The Committee collected remuneration data for the Mayor and Councillor positions for each jurisdiction. Where necessary, data were adjusted to reflect rates applicable to the 2026 calendar year.

The remuneration data are summarized in Appendix B

### Results of Comparison of Remuneration Data

The 25th percentile of base remuneration for the position of Mayor in the comparison group is \$54,513 and the median and average are \$61,754 and \$58,962, respectively.

The 25th percentile of base remuneration for the position of Councillor in the comparison group is \$26,013 and the median and average are \$28,289 and \$28,909, respectively.

Consistent with the position of North Saanich relative to the summary statistics for the comparison group based on population and other measures, the Committee believes it is appropriate to position North Saanich remuneration levels at the 25<sup>th</sup> percentile of the comparison group.

### North Saanich Current Remuneration

The current base levels of remuneration for the Mayor and Councillors are \$37,659 and \$19,602, respectively. It was noted that the North Saanich ratio of Councillor to Mayor remuneration sits at 52.1%, which is above the median for the comparison group. Based on the data, a ratio of 45% is appropriate.

### Committee Recommendations for Base Remuneration

The Committee recommends that the base remuneration for the Mayor be increased to \$54,500 and that the base remuneration for Councillors be established at 45% of the Mayor's rate.

Given the substantial one-time increase in the Mayor's remuneration, the Committee further recommends that the increase be phased-in over a four-year period. Additionally, the Committee recommends that the percentage factor for the Councillors' rate of remuneration be phased-in over a four-year period, as set out in the table below:

Phase-In	Mayor	Councillor	Total	Increase	Cumulative	% Factor
2026	\$37,659	\$19,602	\$155,271			52.1%
2027	\$41,750	\$20,875	\$167,000	7.6%	7.6%	50.0%
2028	\$46,000	\$22,000	\$178,000	6.6%	14.6%	47.8%
2029	\$50,250	\$23,125	\$189,000	6.2%	21.7%	46.0%
2030	\$54,500	\$24,525	\$201,650	6.7%	29.9%	45.0%

### Annual Adjustments

Most jurisdictions provide for annual cost-of-living adjustments. The Committee recommends that North Saanich continue to provide increases in line with changes in the Consumer Prices Index for Victoria, as currently provided in Bylaw 1537. The first adjustment to the above table would be effective January 1, 2027.

### Benefits

According to the UBCM Guide, extended health and dental plans, employee and family assistance programs, and life and accidental death insurance are common examples of benefits that local governments may choose to make available to all or some of their elected officials. Current practices across the province vary with respect to the provision of benefits. Some local governments provide full benefits to all elected officials at no cost to the members. In a number of jurisdictions, benefits are made available only to the mayor, since this position is the only one considered full-time. Councillors in some of these places may opt-in to packages, but only at their own cost, or on a cost-shared basis with the municipality.

The Committee recommends that Councillors be provided with access to benefits at their option and cost. In the case of the Mayor, the Committee recommends that benefits costs are paid by the District.

### Expenses

The UBCM Guide indicates that the best practice for local governments is to include in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.

The Committee recommends ensuring that North Saanich's existing policies are aligned with best practices, including reimbursement of receipted out-of-pocket expenses and/or in accordance with approved local government rates.

### Summary of Recommendations

The Committee's recommendations may be summarized as follows:

1. Rates of remuneration to be increased in accordance with the following table:

<b>Year</b>	<b>Mayor</b>	<b>Councillor</b>
2027	\$41,750	\$20,875
2028	\$46,000	\$22,000
2029	\$50,250	\$23,125
2030	\$54,500	\$24,525

2. Rates of remuneration shown in the above Table to be increased each year in line with annual increases in the Consumer Price Index for Victoria and commencing January 1, 2027.

3. Councillors to be provided with access to benefits at their option and cost. In the case of the Mayor, the Committee recommends that benefits costs are paid by the District.
4. Ensure that North Saanich's existing expense policies are aligned with best practices, including reimbursement of receipted out-of-pocket expenses and/or in accordance with approved local government rates.

**Conclusion**

The Committee wishes to express its appreciation to the North Saanich municipality staff for their support in conducting research and facilitating the work of the Committee.

Respectfully submitted,

Donna Allen  
Ian Robb (Vice Chair)  
Ashley Witts (Chair)  
North Saanich Council Remuneration Review Committee

## Appendix A

<b>Municipality</b>	<b>Population</b>	<b>Revenue (\$000s)</b>	<b>Rev Per Capita</b>	<b>Res Tax %</b>
North Saanich	12500	28003	\$2,240	68.6%
Central Saanich	18500	46139	\$2,494	77.8%
Comox	15200	42686	\$2,808	83.6%
Esquimalt	18800	51193	\$2,723	76.1%
Ladysmith	9200	26183	\$2,846	72.7%
Parksville	13600	38503	\$2,831	73.5%
Port Alberni	19100	58989	\$3,088	58.7%
Qualicum Beach	9400	28652	\$3,048	88.9%
Sidney	12300	31757	\$2,582	72.8%
Sooke	15500	29862	\$1,927	82.0%
View Royal	12600	26178	\$2,078	70.8%
Median North	14400	35130	\$2,766	0.748
Saanich/Median Average	86.8%	79.7%	81.0%	91.7%
North Average	14420	38014	\$2,636	75.7%
Saanich/Average Q1	86.7%	73.7%	85.0%	90.6%
North Saanich/Q1	12375	28955	2516	72.7%
	101.0%	96.7%	89.0%	94.3%

**Appendix B**

**Base Remuneration (1/1/2026)**

	<b>Mayor</b>	<b>Councillors</b>	<b>Councillor %</b>
North Saanich	\$37,659	\$19,602	52.1%
Central Saanich	\$64,092	\$28,136	43.9%
Comox	\$62,849	\$28,442	45.3%
Esquimalt	\$70,445	\$29,968	42.5%
Ladysmith	\$35,521	\$17,841	50.2%
Parksville	\$63,772	\$36,442	57.1%
Port Alberni	\$70,136	\$31,210	44.5%
Qualicum Beach	\$56,216	\$42,163	75.0%
<b>Sidney New</b>	\$60,659	\$26,083	43.0%
Sooke	\$53,945	\$22,817	42.3%
View Royal	\$51,981	\$25,990	50.0%
Median	\$61,754	\$28,289	44.9%
Average	\$58,962	\$28,909	49.4%
Q1	\$54,513	\$26,013	43.2%

**ATTACHMENT 3****DISTRICT OF NORTH SAANICH****BYLAW NO. 1608****A BYLAW TO PROVIDE FOR REMUNERATION AND EXPENSES FOR THE MAYOR AND COUNCILLORS OF THE DISTRICT OF NORTH SAANICH**

**WHEREAS** the Council wishes to provide for the payment of remuneration to Council members for discharge of the powers, duties and functions of office and to provide for reimbursement of expenses incidental to the discharge of their duties, powers and function, and to provide for a system of regular review and adjustment to reflect changes in the consumer price index.

**NOW THEREFORE**, the Council of the District of North Saanich, in open meeting assembled, enacts as follows:

**CITATION**

1. This bylaw may be cited as the “**North Saanich Council Remuneration Bylaw No. 1608, 2026**”.

**REMUNERATION FOR COUNCILLORS**

2. Councillors’ annual compensation for fulfilling the powers, duties and functions of their office shall be:

Year:	Remuneration:
2026	\$19,602
2027	\$20,875
2028	\$22,000
2029	\$23,125
2030	\$24,525

**MAYOR’S REMUNERATION**

3. The Mayor’s annual compensation for fulfilling the powers, duties and functions of their office shall be:

Year:	Remuneration:
2026	\$37,659
2027	\$41,750
2028	\$46,000
2029	\$50,250
2030	\$54,500

**ANNUAL ADJUSTMENT**

- 4. Mayor’s and Councillors’ compensation payable under sections 1 and 2 shall be adjusted annually, starting January 1, 2027, and each subsequent year in accordance with changes in the Consumer Price Index (CPI) (all items) for Victoria published by Statistics Canada.

**REGULAR COMPREHENSIVE REVIEW**

- 5. In addition to the annual adjustments noted in section 4 above, the compensation levels of Mayor and Councillors’ may be reviewed and adjusted one time only during each four-year term of office.

**TIMING OF PAYMENTS**

- 6. The remuneration shall be paid bi-weekly to members of Council.

**REPEAL**

- 7. Bylaw No. 1537, being “*District of North Saanich Council Remuneration Bylaw No. 1537, 2022*” and all amendments thereto are hereby repealed.

READ A FIRST TIME the \_\_\_ day of \_\_\_\_, 20\_\_

READ A SECOND TIME the \_\_\_\_ day of \_\_\_\_, 20\_\_

READ A THIRD TIME the \_\_\_\_ day of \_\_\_\_, 20\_\_

ADOPTED the \_\_\_\_ day of \_\_\_\_, 20\_\_

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
MAYOR



## STAFF REPORT

To: Stephanie Munro  
Chief Administrative Officer

Meeting Date: June 15, 2026

From: Barb Webster  
Director of Financial Services & IT

File: FIN-26-014

Re: **2025 Statement of Financial Information (SOFI)**

### **RECOMMENDATION(S):**

That Council approve the 2025 Statement of Financial Information (SOFI).

### **STRATEGIC PLAN IMPLICATIONS:**

This matter relates to the following Council strategic priorities:

- *Embody good governance principles of community engagement, accountability, leadership, impartiality, and transparency*

### **INTRODUCTION/BACKGROUND:**

Section 2 of the Financial Information Act of BC(FIA) requires that the District submit the approved SOFI report for the fiscal year ended by the following June to the minister.

The Financial Information Regulation (FIR) requires Employee remuneration and expenses to be reported. Remuneration and expense information is listed on page 38-43 of the report attached.

FIR, Schedule 1 defines remuneration “as any form of salary, wages, bonuses, gratuities, taxable benefits, payments into trust or any form of income deferral paid by the corporation to the employees or on behalf of the employees during the fiscal year reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada).” The amounts shown in the SOFI report may be more than the annual salary as remuneration includes other payments such as vacation pay outs, overtime, and some taxable benefits.

Expenses listed in SOFI are expenses that are incurred by staff and Council in the course of doing District business and personal development.

The FIR, Schedule 1, subsection 6(1) defines “expenses” as follows:

- “includes travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in ‘remuneration’,
- Is not limited to expenses that are generally perceived as perquisites, or bestowing personal benefit, and may include expenditures required for employees to perform their job functions, and
- Excludes benefits of general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance and similar plans.”

Stephanie Munro, Chief Administrative Officer  
 Re: 2025 Statement of Financial Information (SOFI) Report

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Page 2

The Financial Information Act of BC was last updated in 2002 to increase the reportable remuneration from \$50,000 to \$75,000, and the reportable amount paid to suppliers from \$10,000 to \$25,000.

**DISCUSSION:**

This report provides additional information to the readers of the 2025 financial results of the District, not required under the Public Sector Accounting Standards, that the Province, via the Financial Information Act has required of local governments, in order to provide another layer of transparency to the public.

**OPTIONS:**

- Council can:
1. Direct staff to make available to the public the Statement of Financial Information (SOFI) report and to file the report by June 30<sup>th</sup>, 2026 with the Ministry of Finance.
  2. Provide staff an alternate direction.

**FINANCIAL IMPLICATIONS:**

There are no financial implications as a result of this report.

**LEGAL IMPLICATIONS:**

This District is required under the Financial Information Act to file this Statement of Financial Information (SOFI) report by June 30<sup>th</sup> of each year as well as make the report publicly available for the next three years. This requirement will be met by posting the 2025 SOFI report on the District website by June 30, 2026 and for the following three years.

**COMMUNICATIONS IMPLICATIONS:**

The Statement of Financial Information (SOFI) report is required to be made available for public viewing by June 30, 2026. The report will be posted on the District website once approved.

**SUSTAINABILITY AND CLIMATE CHANGE IMPLICATIONS:**

There are no sustainability and/or climate change implications as a result of this report.

**SUMMARY/CONCLUSION:**

By approving the 2025 Statement of Financial Information (SOFI) report as attached, and directing staff to submit the document to the Ministry of Finance and post the approved document on the District website by June 30, 2026, the District will be in compliance with the Financial Information Act and Financial Information Regulation of British Columbia.

Respectfully submitted,

Concurrence,

*Stephanie Munro*

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Barb Webster  
 Director of Financial Services & IT

---

Stephanie Munro  
 Chief Administrative Officer

Attachment: 2025 Statement of Financial Information (SOFI)

**ATTACHMENT 1**



**DISTRICT OF NORTH SAANICH  
STATEMENT OF FINANCIAL INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2025**

**DISTRICT OF NORTH SAANICH  
STATEMENT OF FINANCIAL INFORMATION  
YEAR ENDED DECEMBER 31, 2025**

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**District of North Saanich**  
**2025 STATEMENT OF FINANCIAL INFORMATION**

**The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9 (2), approves all the statements and schedules included in this Statement of Financial Information produced under the Financial Information Act.**

---

**B. Webster**  
**Director of Financial Services**  
**June 15, 2026**

**District of North Saanich**  
**2025 STATEMENT OF FINANCIAL INFORMATION**

**The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9 (2), approves all the statements and schedules included in this Statement of Financial Information produced under the Financial Information Act.**

---

**P. Jones**  
**Mayor**  
**June 15, 2026**

# **District of North Saanich**

## **Financial Statements**

**Year ended December 31, 2025**

# District of North Saanich

December 31, 2025

May 11, 2026

## Management's Responsibility for the Financial Statements

The accompanying financial statements of the District of North Saanich (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards as recommended by the Canadian Public Sector Accounting Board of the Chartered Professional Accountants Canada. A summary of the significant accounting policies is described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.



Chief Administrative Officer



Director of Financial Services



**KPMG LLP**  
St. Andrew's Square II  
800-730 View Street  
Victoria BC V8W 3Y7  
Canada  
Telephone 250 480 3500  
Fax 250 480 3539

## INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councilors of the District of North Saanich

### ***Opinion***

We have audited the financial statements of the District of North Saanich (the "District"), which comprise:

- the statement of financial position as at December 31, 2025
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2025, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



District of North Saanich  
Page 2

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.



District of North Saanich  
Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants

Victoria, Canada  
May 12, 2026

# District of North Saanich

## Statement of Financial Position

As at December 31, 2025, with comparative information for 2024

	2025	2024
<b>Financial assets</b>		
Cash and cash equivalents	\$ 16,802,189	\$ 14,729,685
Portfolio investments (note 2)	39,244,794	37,614,427
Accounts receivable		
Taxes	909,711	702,915
Other (note 3)	1,884,786	2,143,827
Debt reserve deposits (note 4)	152,092	147,670
	58,993,572	55,338,524
<b>Liabilities</b>		
Accounts payable and accrued liabilities (note 5)	5,212,560	4,980,192
Prepaid property taxes	1,192,888	1,064,338
Deferred revenue (note 6)	2,194,408	2,622,886
Deposits	1,237,832	1,301,331
Employee future benefit liability (note 7)	470,300	385,500
Asset retirement obligation (note 8)	143,131	66,024
Debt (note 9)	3,452,396	3,948,249
	13,903,515	14,368,520
Net financial assets	45,090,057	40,970,004
<b>Non-financial assets</b>		
Tangible capital assets (note 10)	91,393,479	92,410,936
Inventory of supplies	194,220	160,410
Prepaid expenses	181,802	193,330
	91,769,501	92,764,676
Accumulated surplus (note 11)	\$136,859,558	\$133,734,680

Contingencies and commitments (notes 4 and 13)

\_\_\_\_\_  
Director of Financial Services

\_\_\_\_\_  
Mayor

The accompanying notes are an integral part of these financial statements.

## District of North Saanich

### Statement of Operations

For the year ended December 31, 2025, with comparative information for 2024

	Budget (note 17)	2025	2024
<b>Revenues: (note 16)</b>			
Municipal taxes (note 14)	\$ 17,551,080	\$ 17,712,874	\$ 16,216,882
Sale of services			
General	1,628,107	1,017,586	1,388,877
Water utility fees and charges	4,294,300	4,390,714	3,914,506
Sewer utility fees and charges	1,782,600	1,757,472	1,829,854
Income from portfolio investments	760,000	2,160,250	2,532,777
Contributed assets (note 10)	-	-	593,880
Government transfers (note 15)	1,374,700	1,642,750	1,261,702
Other revenue	303,900	140,650	264,594
	27,694,687	28,822,296	28,003,072
<b>Expenses: (note 16)</b>			
General government	5,467,494	4,903,861	5,300,222
Protective services	6,188,152	5,925,317	5,206,488
Solid waste management and environment	135,900	143,431	177,956
Planning and community	2,064,900	1,695,278	1,330,699
Transportation	4,701,657	4,046,488	4,235,756
Parks, recreation and culture	2,328,300	2,369,573	2,243,704
Water utility	4,847,715	4,367,566	4,066,588
Sewer utility	2,582,969	2,245,904	2,300,649
	28,317,087	25,697,418	24,862,062
Annual (deficit) surplus	(622,400)	3,124,878	3,141,010
Accumulated surplus, beginning of year	133,734,680	133,734,680	130,593,670
Accumulated surplus, end of year	\$133,112,280	\$136,859,558	\$133,734,680

The accompanying notes are an integral part of these financial statements.

## District of North Saanich

### Statement of Change in Net Financial Assets

Year ended December 31, 2025, with comparative information for 2024

	Budget (note 17)	2025	2024
Annual (deficit) surplus	\$ (622,400)	\$ 3,124,878	\$ 3,141,010
Acquisition of tangible capital assets	(8,139,200)	(2,513,886)	(2,276,404)
Amortization of tangible capital assets	3,447,400	3,319,920	3,210,961
Gain on disposal of capital assets	-	(123,373)	(30,000)
Proceeds on disposal of capital assets	-	128,773	30,000
Write-off of capital assets	-	206,023	-
Contributed capital assets	-	-	(593,880)
	(5,314,200)	4,142,335	3,481,687
Acquisition of inventory of supplies	-	(121,696)	(121,906)
Consumption of inventory of supplies	-	87,886	234,766
Acquisition of prepaid expenses	-	(159,806)	(188,157)
Use of prepaid expenses	-	171,334	172,656
Change in net financial assets	(5,314,200)	4,120,053	3,579,046
Net financial assets, beginning of year	40,970,004	40,970,004	37,390,958
Net financial assets, end of year	\$ 35,655,804	\$ 45,090,057	\$ 40,970,004

The accompanying notes are an integral part of these financial statements.

# District of North Saanich

## Statement of Cash Flows

For the year ended December 31, 2025, with comparative information for 2024

	2025	2024
<b>Cash provided by (used in):</b>		
<b>Operating transactions:</b>		
Annual surplus	\$ 3,124,878	\$ 3,141,010
Items not involving cash:		
Contributed tangible capital assets	-	(593,880)
Loss (gain) on disposal of capital assets	(123,373)	(30,000)
Amortization of tangible capital assets	3,319,920	3,210,961
Accretion of asset retirement obligation	14,367	3,082
Actuarial sinking fund earnings	(193,837)	(178,371)
Reinvestment of portfolio investment earnings	(1,630,367)	(1,831,652)
	4,511,588	3,721,150
Change in non-cash operating assets and liabilities (note 12)	(20,718)	(237,114)
	4,490,870	3,484,036
<b>Capital transactions:</b>		
Acquisition of tangible capital assets	(2,451,146)	(2,276,404)
Proceeds on disposal of tangible capital assets	128,773	30,000
Write off of capital assets	206,023	-
	(2,116,350)	(2,246,404)
<b>Financing transactions:</b>		
Repayment of debt	(302,016)	(295,730)
Increase in cash and cash equivalents	2,072,504	941,902
Cash and cash equivalents, beginning of year	14,729,685	13,787,783
Cash and cash equivalents, end of year	\$ 16,802,189	\$ 14,729,685

The accompanying notes are an integral part of these financial statements.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

The District of North Saanich (the "District") is a municipality in the Province of British Columbia that was created on August 19, 1965 pursuant to the Local Government Act of British Columbia and Community Charter of British Columbia. The District provides municipal services such as police, fire, public works, planning, parks and recreation, library, and general government operations.

### 1. Significant accounting policies

The financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards, as recommended by the Public Sector Accounting Board ("PSAB"). Significant accounting policies adopted by the District are as follows:

#### (a) Basis of presentation

The financial statements reflect the assets, liabilities, revenues and expenses of the District and the relevant portion of any cost sharing arrangements.

The District participates in the cost sharing agreements with the Town of Sidney for RCMP police services, Library building maintenance and capital improvements, and the operations of the Shoal Senior Centre. Only the District's portion of these costs are recorded in the financial statements. Refer to Note 13(b) for additional details.

Interdepartmental and inter-fund transactions have been eliminated. The District does not administer any trust activities on behalf of external parties.

#### (b) Basis of accounting

The District follows the accrual method of accounting for revenues and expenses. Revenues are recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation a legal obligation to pay.

#### (c) Sale of Services

Sale of services and user fee revenues are recognized when the service or product is rendered by the District. Building and other permit revenue are recognized when/as performance obligations are satisfied.

#### (d) Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability. Transfers received for which expenses are not yet incurred are included in deferred revenue and will be recognized over the period the liability is settled.

#### (e) Deferred revenue

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 1. Significant accounting policies continued

**(e) Deferred revenue continued**

specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

**(f) Investments**

Investments consist of bonds and debentures and are recorded at amortized cost. Discounts and premiums arising on the purchase of these investments are amortized over the term of the investments. When there has been a loss in value that is other than a temporary decline in value, the respective investment is written down to recognize the loss. The District is currently invested in term deposits (Note 2).

**(g) Taxation revenue**

Taxation revenue is recorded at estimated amounts when it has been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized, when they meet the definition of an asset, net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded or can be reasonably estimated.

**(h) Investment income**

Investment income is reported as revenue in the period earned except when restricted in use by the funding government or related legal statute. In that event, the investment income earned is added to the deferred revenue balance.

**(i) Cash equivalents**

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

**(j) Debt**

Debt is recorded net of principal repayments and actuarial earnings.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 1. Significant accounting policies continued

#### (k) Employee future benefits

The District and its employees make contributions to the Municipal Pension Plan and the Greater Victoria Labour Relations Association (GVLRA) Long-Term Disability Trust. As these are multi-employer plans, the assets and liabilities of the plan are not segregated by institution, and accordingly, the District accounts for the plan as a defined contribution plan and contributions are expensed as incurred.

Sick, personal, emergency, and family leave benefits and other retirement benefits are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits. Long-term disability income benefits are disclosed according to the Greater Victoria Labour Relations Associations' policy.

#### (l) Liability for contaminated sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- (i) the site is no longer in productive use;
- (ii) an environmental standard exists;
- (iii) contamination exceeds the environmental standard;
- (iv) the District is directly responsible or accepts responsibility;
- (v) it is expected that the future economic benefits will be given up; and
- (vi) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of remediation and post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 1. Significant accounting policies continued

#### (m) Asset Retirement Obligation

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) the past transaction or event giving rise to the liability has occurred;
- (iii) it is expected that future economic benefits will be given up; and
- (iv) a reasonable estimate of the amount can be made.

The District's asset retirement obligations include the removal of asbestos and lead in District owned buildings. The estimate of the asset retirement obligation includes costs directly attributable to the asset retirement obligations. The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets. The increase to the tangible capital assets is amortized in accordance with the depreciation accounting policies outlined in (l). The estimated liability is not considered material to discount using the present value calculation at this time. The carrying value of the liability is reviewed at each financial reporting date with changes to the timing or amount of the original estimate of cash flows recorded as an adjustment to the liability and related tangible capital asset.

#### (n) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

#### (i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset.

The cost, less residual value, of the tangible capital assets, excluding land are amortized on a straight line basis over their estimated useful lives.

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 1. Significant accounting policies continued

#### (n) Non-financial assets continued

##### (i) Tangible capital assets continued

Estimated useful life for tangible capital assets is as follows:

<b>Asset</b>	<b>Useful life range in years</b>
Buildings	25 to 50
Land improvements	10 to 40
Vehicles, machinery, and equipment	5 to 25
<b>Engineering Structures:</b>	
Roads	10 to 75
Drainage	25 to 80
Water	20 to 80
Sewer	20 to 80
Other	10 to 80

Land has an infinite life and is not amortized. Work in progress is not amortized until the project is substantially completed and put into use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services or when the value of the future economic benefits associated with the asset is less than the book value of the asset.

##### (ii) Contributions of tangible capital assets

Tangible capital assets received as contributions, including tangible capital assets in lieu of developer cost charges, are recorded as revenue at their estimated fair value at the date of receipt.

##### (iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

##### (iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 1. Significant accounting policies continued

#### (n) Non-financial assets continued

##### (v) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

##### (vi) Inventory of supplies

Inventory of supplies is recorded at the lower of cost and replacement cost.

#### (o) Deposits

Receipts restricted by third parties for future services or repayment are deferred as deposits and are refundable under certain circumstances. Deposits are recognized as revenue when qualifying expenditures are incurred or services provided.

#### (p) Allocation of expenses

Salary, wages and employee benefit expenses include the costs for District employees. The cost of certain personnel are allocated to the water and sewer utility segments based on an estimate of time spent on those segments.

#### (q) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating useful lives of tangible capital assets, amounts to settle asset retirement obligations, estimating provisions for accrued liabilities, and in performing actuarial valuations of employee future benefits.

Actual results could differ from these estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

#### (r) Financial instruments

The District's financial instruments consist of cash and cash equivalents, portfolio investments, accounts receivable, accounts payable and accrued liabilities and debt. The carrying amount of these financial instruments approximates their fair value because they are short-term in nature or because they bear interest at market rates. In order to mitigate exposure to market rate risk, the District ladders its portfolio of deposits over a range of 1 to 5 years. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest or credit risks arising from these financial instruments.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 1. Significant accounting policies continued

#### (r) Financial instruments continued

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not elected to carry any other financial instruments at fair value.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations. There are no unrealized changes in fair value as at December 31, 2025 and December 31, 2024. As a result, the District does not have a Statement of Remeasurement Gains and Losses.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method or the effective interest rate method. All financial assets are assessed for impairment on an annual basis.

When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the Statement of Remeasurement Gains and Losses. When the asset is sold, the unrealized gains and losses previously recognized in the Statement of Remeasurement Gains and Losses are reversed and recognized in the Statement of Operations.

### 2. Portfolio investments

The District's portfolio of investments consist of term deposits in credit unions. Term deposits in credit unions have varying maturity dates from to and have rates of return ranging from 3.0% to 5.5% (2024: 1.81% to 5.80%).

### 3. Other accounts receivable

Other accounts receivable consists of the following:

	2025	2024
Utility fees and charges	\$ 1,470,587	\$ 1,417,926
Other grants receivable	38,070	149,081
Disaster financial assistance grant receivable	-	28,771
GST rebate	108,259	294,247
Trade accounts receivable	148,133	122,458
Receivable from library / other municipalities	107,779	99,193
Miscellaneous	11,958	32,151
	<b>\$ 1,884,786</b>	<b>\$ 2,143,827</b>

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 4. Municipal Finance Authority debt reserve fund and debt reserve deposits

As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA to act as security against the possibility of debt repayments default. If the debt is returned without default, the deposits are refunded to the District. At December 31, 2025, deposits of \$152,092 (2024 - \$147,670) are recorded as debt reserve deposits.

Under borrowing arrangements with the Municipal Finance Authority ("MFA"), the District is required to lodge security by means of contingent demand notes and interest bearing cash deposits based on the amount of borrowing. As debt principal is retired, demand notes are released and the cash deposits are refunded.

At December 31, 2025 there were contingent demand notes of \$255,076 (2024 - \$255,076) which are not included in the financial statements of the District.

### 5. Accounts payable and accrued liabilities

Accounts payable and accrued liabilities consist of the following:

	2025	2024
Trade accounts payable	\$ 3,977,870	\$ 4,020,081
Accrued liabilities	205,101	137,004
Accrued payroll liability	809,065	607,357
Contaminated sites liability (a)	220,524	215,750
	<b>\$ 5,212,560</b>	<b>\$ 4,980,192</b>

(a) A liability for contaminated sites has been recorded in the amount of \$220,524 (2024 - \$215,750). The existence of metals above the BC Contaminated Sites standards has been identified in the soil at Bazan Bay Park. The source of the contamination is a decommissioned sewage treatment plant clarifier tank on the property.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 6. Deferred revenue

	2024	Contributions received	Recognized as revenue	2025
Amenity fee contributions	\$ 1,546,527	\$ -	\$ -	\$ 1,546,527
Prepaid building permits	148,803	50,907	(148,803)	50,907
Prepaid utility billings	125,465	58,445	(125,465)	58,445
Local Government Climate Action program	451,358	-	(112,660)	338,698
Noble Garden Estate Funds	59,467	60,000	(19,917)	99,550
Other	291,266	97,880	(288,865)	100,281
	\$ 2,622,886	\$ 267,232	\$ (695,710)	\$ 2,194,408

### 7. Employee future benefit liability

The District provides sick leave, retirement benefits, and personal, emergency, and family leave (PEFL) to its employees in addition to contributions to the Municipal Pension Plan and the GVLRA. These amounts and other employee-related liabilities will require funding in future periods and are set out below:

	2025	2024
Accumulated sick leave	\$ 310,057	\$ 253,521
Retirement benefits	160,243	131,979
	\$ 470,300	\$ 385,500

Information about the District's benefit plan for sick leave, retirement benefits and PEFL is as follows:

	2025	2024
<b>Accrued benefit obligation - opening:</b>		
Balance, beginning of year	\$ 561,400	\$ 560,400
Current service cost	80,200	79,800
Interest cost	26,800	24,300
Benefits paid	(42,300)	(195,100)
Actuarial loss	(8,300)	92,000
Accrued benefit obligation - closing	617,800	561,400
Unamortized net actuarial loss	(147,500)	(175,900)
Accrued employee future benefit liability	\$ 470,300	\$ 385,500

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 7. Employee future benefit liability continued

The significant actuarial assumptions adopted in measuring the District's accrued benefit obligations are as follows:

	2025	2024
Discount rates	4.50 %	4.30 %
Expected wage and salary increases	3.00 %	3.00 %

The expected average remaining service life is 12 years (2024 - 12 years). The total expense recorded in the financial statements in respect of obligations under this plan amounts to \$127,100 (2024 - \$116,700).

#### Accumulated sick leave

Accumulated sick leave represents the liability for sick leave banks accumulated for possible draw down at future dates.

#### Retirement benefits

Retirement benefits represent the District's share of the cost to provide employees with various benefits upon retirement including lump sum retirement payments and death benefits. The amount recorded for these benefits is based on a benefit actuarial valuation. It is recorded in combination with sick, personal, emergency and family leave valuations. The most recent valuation was as at December 31, 2023. The actuarial valuation and assumptions upon which it is based are reviewed on a periodic basis.

#### Municipal pension plan

The District and its employees contribute to the Municipal Pension Plan (plan) (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the plan had about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability. The most recent valuation for the Municipal Pension Plan as at December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 7. Employee future benefit liability continued

#### Municipal pension plan continued

The District paid \$582,945 for employer contributions to the plan in fiscal 2025 (2024 - \$556,371) and District employees paid \$523,850 (2024 - \$499,550).

The next valuation will be as at December 31, 2027.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

#### GVLRA/CUPE Long-term disability trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long-term disability income benefit plan. Employers and employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was fully actuarially determined as at December 31, 2024. At December 31, 2024, the total plan provision for approved claims was \$29,016,100 (2023 - \$25,464,600) and the provision for unreported claims was \$2,671,900 (2023 - \$2,327,000) with an accumulated deficit of \$4,356,410 (accumulated deficit in 2023 - \$3,419,021). The District paid \$89,726 (2024 - \$82,008) for employer contributions and District employees paid \$89,726 (2023 - \$82,008) for employee contributions to the plan in 2025.

### 8. Asset retirement obligation

The District's asset retirement obligation consists of the following obligations:

#### (a) Asbestos obligation

The District owns and operates buildings that are known to have asbestos, which represents a health hazard upon demolition of the building and there is a legal obligation to remove it. Following the adoption of PS 3280 – Asset retirement obligations, the District recognized an obligation relating to the removal of the asbestos in these buildings as estimated at January 1, 2023. The buildings had an estimated useful life of 50 years when they were purchased or constructed. Discounting to the present value is not considered material based on the liability estimated.

#### (b) Lead obligation

The District owns and operates a building known to have lead, there is a legal obligation to properly remove and dispose of lead. Following the adoption of PS 3280 – Asset retirement obligations, the District recognized an obligation relating to the removal of the lead in this building as estimated at January 1, 2023. The building had an estimated useful life of 50 years when it was purchased or constructed. Discounting to the present value is not considered material based on the liability estimated.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 8. Asset retirement obligation continued

#### (b) Lead obligation continued

The transition and recognition of asset retirement obligations involved an accompanying increase to the Buildings capital asset (see note 10).

Changes to the asset retirement obligation in the year are as follows:

Assest Retirement Obligation	Asbestos removal	Lead removal	Total
Balance January 1, 2025	\$ 41,855	\$ 24,169	\$ 66,024
Retirement costs incurred	71,651	5,456	77,107
Closing balance	\$ 113,506	\$ 29,625	\$ 143,131

#### (c) Lease obligations

The District is involved in various formal and informal lease obligations, some of which involve potential asset retirement obligations if specific lease agreement conditions are requested and/or if the lease ends earlier than originally agreed upon. As at year end no material asset retirement obligations are anticipated. Potential asset retirement obligations related to lease agreements are reviewed at each financial reporting date.

### 9. Debt

	Interest rate	Year of maturity	Gross Debt	Repayments and actuarial earnings	2025	2024
MFA Issue #102	3.9%	2032	\$ 7,722,907	\$ (4,788,634)	\$ 2,934,273	\$ 3,301,461
MFA Issue #127	4.52%	2029	1,680,000	(1,161,877)	518,123	646,788
			\$ 9,402,907	\$ (5,950,511)	\$ 3,452,396	\$ 3,948,249

The District issues debt instruments through the MFA, pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures. MFA invests the District's principal payments so that the payments plus the investment income earned on repayments (actuarial earnings), will equal the original outstanding debt amount at the end of the repayment period.

The loan agreements with the MFA provide that if, at any time, the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowings, the resulting deficiency becomes a liability of the District.

Interest expense on long-term debt for 2025 was \$377,129 (2024 - \$366,881).

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 9. Debt continued

The aggregate amount of payments required on the District's debt during each of the next five years and thereafter is as follows:

2026	\$ 302,014
2027	302,014
2028	302,014
2029	302,014
2030	211,829
Thereafter	423,658
Future principal payments	1,843,543
Future actuarial adjustments (estimated)	1,608,853
	\$ 3,452,396

### 10. Tangible capital assets

There are no significant art nor historic treasures owned and held by the District. No tangible capital assets were written down in 2025 or 2024.

In 2025 the District did not receive any tangible capital asset contributions related to developments within the District. The estimated fair market value of these assets is shown as revenue as well as tangible capital asset additions. In 2024 contributed assets worth \$593,880 were received.

## District of North Saanich

### Notes to the Financial Statements

Year ended December 31, 2025

#### 10. Tangible capital assets continued

2025	Engineering Structures										Total 2025	Total 2024
	Land	Land Improvement	Buildings	Vehicles, Machinery & Equipment	Roads	Drainage	Water	Sewer	Other	Work in Progress		
<b>Cost</b>												
Opening balance	\$ 23,991,326	\$ 4,683,363	\$ 9,333,645	\$ 11,026,098	\$ 44,569,622	\$ 9,323,116	\$ 18,436,593	\$ 28,431,633	\$ 65,381	\$ 313,296	\$150,174,073	\$147,414,010
Add: Additions	47,570	29,046	-	1,040,251	58,081	83,350	-	-	-	1,192,846	2,451,144	2,870,286
Add: TCA ARO	-	-	52,042	-	-	-	10,700	-	-	-	62,742	-
Less: Disposals	-	-	-	(444,620)	-	-	-	-	-	(206,023)	(650,643)	(110,223)
Closing balance	24,038,896	4,712,409	9,385,687	11,621,729	44,627,703	9,406,466	18,447,293	28,431,633	65,381	1,300,119	152,037,316	150,174,073
<b>Accumulated Amortization</b>												
Opening balance	-	1,679,480	3,456,200	5,214,077	27,908,002	2,543,454	6,544,135	10,366,584	51,205	-	57,763,137	54,662,399
Add: Additions	-	191,112	215,160	863,783	1,100,282	173,633	252,347	485,884	1,359	-	3,283,560	3,210,961
Add: TCA ARO	-	-	32,080	-	-	-	4,280	-	-	-	36,360	-
Less: Disposals	-	-	-	(439,220)	-	-	-	-	-	-	(439,220)	(110,223)
Closing balance	-	1,870,592	3,703,440	5,638,640	29,008,284	2,717,087	6,800,762	10,852,468	52,564	-	60,643,837	57,763,137
Net book value	\$ 24,038,896	\$ 2,841,817	\$ 5,682,247	\$ 5,983,089	\$ 15,619,419	\$ 6,689,379	\$ 11,646,531	\$ 17,579,165	\$ 12,817	\$ 1,300,119	\$ 91,393,479	\$ 92,410,936

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 11. Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2025	2024
<b>Surplus</b>		
Invested in tangible capital assets	\$ 87,941,083	\$ 88,462,687
Unallocated surplus	6,544,215	6,641,986
<b>Total surplus</b>	<b>94,485,298</b>	<b>95,104,673</b>
<b>Non-statutory reserve funds set aside by Council</b>		
First Nation Relations fund	14,291	15,000
<b>Total non-statutory reserves funds</b>	<b>14,291</b>	<b>15,000</b>
<b>Statutory reserve funds set aside by Council</b>		
Capital reserves	24,486,638	20,803,420
Operating and opportunity reserves	17,873,331	17,811,587
<b>Total statutory reserve funds</b>	<b>42,359,969</b>	<b>38,615,007</b>
	<b>\$136,859,558</b>	<b>\$133,734,680</b>

### 12. Changes in non-cash operating assets and liabilities

	2025	2024
<b>Change in non-cash operating assets and liabilities</b>		
(Increase) in accounts receivable - taxes	\$ (206,796)	\$ (134,470)
Decrease in accounts receivable - other	259,041	756,782
(Increase) in debt reserve deposits	(4,422)	(4,969)
Decrease (Increase) in prepaid expenses	11,528	(15,502)
Increase (decrease) in accounts payable and accrued liabilities	232,368	(816,651)
Decrease in prepaid property taxes	128,550	77,023
(Decrease) increase in deferred revenue	(428,478)	134,474
Increase (decrease) in employee future benefit obligations	84,800	(78,400)
(Decrease) increase in inventory of supplies	(33,810)	112,863
(Decrease) in deposits	(63,499)	(268,264)
	<b>\$ (20,718)</b>	<b>\$ (237,114)</b>

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 13. Contingencies and commitments

#### (a) Agreements and contracts

The District has entered into various agreements and contracts for services and construction with periods ranging from one to five years.

#### (b) RCMP

The District has entered into a five-year renewable agreement with the Town of Sidney, effective January 1, 2023, for the use of the RCMP facilities located in the Town of Sidney. This agreement requires that the District reimburse the Town of Sidney for a share of facility, equipment and staffing costs, based upon the ratio of staff assigned to the District and the total number of staff assigned to the detachment under the Policy Agreement.

#### (c) Insurance

The District is a defendant in various lawsuits and historical circumstances may result in additional legal claims. The District records an accrual in respect of legal claims where there is likely to be a settlement and for which a liability amount is reasonably determinable.

The District is self-insured through membership in the Municipal Insurance Association of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of their deductible. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit. No provision has been recorded as there is no expected risk at this time.

#### (d) CREST

The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications (CREST) Incorporated, which provides centralized emergency communications and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

#### (e) Regional District debt

Regional District debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Regional District and each member municipality within the Regional District, including the District.

#### (f) Sandown operating lease

In 2020 the District entered into a lease agreement with Circular Farm and Food Society: Vancouver Island to operate the Sandown lands. Within this lease agreement the District agreed to provide funding during the first three years of operation (2020 - 2022). Council has extended their funding arrangement to 2024. In 2025 the District and Circular Farm and Food Society: Vancouver Island amended the lease agreement to reduce the leased area to 13.5 acres with a 3 year renewable term.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 13. Contingencies and commitments continued

#### (g) Harvest Hub

In November 2025, the District entered into an agreement to receive funding of \$750,000 from a private donor for the construction, fixturing and equipping of a food hub processing facility for the benefit of and use by agricultural producers located in the District of North Saanich and surrounding areas. If the District is unable to complete construction and start operating the facility by December 31, 2026, the funds received shall be disbursed equally, no later than January 31, 2027, to Salt Spring Island Farmland Trust Society, Victoria Community Food Hub Society, and Together We Stand Military Families Foundation. The District received the funds of \$774,000 in February 2026.

#### (h) Financial instruments - liquidity risk

Liquidity risk is the risk that the District will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The District manages its liquidity risk by monitoring its operating requirements, preparing budgets and cash flow forecasts to ensure it has sufficient funds to fulfill its obligations.

### 14. Taxes available for municipal purposes

	Budget	2025	2024
<b>Taxes collected for general municipal purposes:</b>			
Property and business taxes	\$ 13,537,319	\$ 14,922,308	\$ 13,538,475
Grants in lieu of taxes	1,402,800	1,525,785	1,414,626
Water and sewer system parcel taxes	1,263,600	1,264,781	1,263,781
<b>Total</b>	<b>16,203,719</b>	<b>17,712,874</b>	<b>16,216,882</b>
<b>Taxes collected on behalf of and paid to other governments:</b>			
School Authorities	-	12,060,484	11,837,636
Regional Hospital District	-	1,171,919	1,211,011
Municipal Finance Authority	-	1,912	1,940
British Columbia Assessment Authority	-	351,065	344,703
BC Transit Authority	-	3,911,799	2,854,957
Regional District	-	4,178,740	3,912,690
Regional District - Septic Management	-	44,728	-
<b>Total</b>	<b>-</b>	<b>21,720,647</b>	<b>20,162,937</b>
<b>Gross taxes collected</b>	<b>\$ -</b>	<b>\$ 39,433,521</b>	<b>\$ 36,379,819</b>

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 15. Government transfers

The following government transfers have been included in revenues:

	Budget	2025	2024
<b>Transfers</b>			
Provincial	\$ 754,700	\$ 1,022,232	\$ 641,184
Federal	620,000	620,518	620,518
	\$ 1,374,700	\$ 1,642,750	\$ 1,261,702

### 16. Segmented information

The District is a diversified government organization that provides a wide range of services to its citizens as follows:

#### Protective Services - RCMP, Fire Department and Animal Control

The mandates of the RCMP and Fire Departments are to enforce laws, prevent crime and maintain peace, order and security by protecting life, property and the environment through the provision of emergency response thus, ensuring safe homes and community. The District cost shares with the Town of Sidney to provide policing services through the Royal Canadian Mounted Police (RCMP). District animal control services are provided under contract by the Capital Regional District.

#### Parks, Recreation and Cultural Services

The Parks division of the Infrastructure Services Department is responsible for providing and facilitating high quality parks and recreational facilities. The District cost shares with the Town of Sidney to provide access to recreation and cultural services through the Mary Winspear Centre and Shoal Centre located nearby in the Town of Sidney. The District is a member of the Vancouver Island Regional Library which provides access to information through the library facility located in the Town of Sidney.

#### General Government Services - Legislative; Corporate Services; Financial and Information Technology Services

The functions within General Government Services are responsible for adopting bylaws; adopting administrative policy; levying taxes; acquiring, disposing and managing District assets; ensuring effective financial and human resource management; monitoring performance and ensuring that high quality District service standards are met.

#### Transportation Services - Engineering and Public Works; Roads; Drainage

The Infrastructure Services Department is responsible for the delivery of municipal transportation and storm drainage systems and services and for approving subdivision plans.

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 16. Segmented information continued

#### **Solid Waste Management and Environmental Services**

The management of garbage pickup on municipal public property is the responsibility of the Infrastructure Services Department. Council, through the establishment of Commission and Committees of the District, are provided with feedback and advice to assist in providing policy direction to protect and enhance rural, agricultural, heritage and environmental characteristics.

#### **Planning and Community Services**

The Planning and Community Services Department is responsible for preparing land use plans, bylaws and policies for sustainable development of the District; and conducting building inspections and bylaw enforcement.

#### **Water Utility - Infrastructure Services, Utilities**

The Utilities Division of the Infrastructure Services Department installs and maintains the water mains and pump stations and oversees the distribution of water purchased from the Capital Regional District.

#### **Sewer Utility - Infrastructure Services, Utilities**

The Utilities Division of the Infrastructure Services Department installs and maintains the sewer mains and pump stations of the District.

#### **Statement of Segmented Information**

The following statement provides additional information for the foregoing functions. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

## District of North Saanich

### Notes to the Financial Statements

Year ended December 31, 2025

#### 16. Segmented information continued

December 31, 2025	General Government	Protective Services	Solid Waste Management & Environment	Planning and Community	Transportation	Parks, Recreation and Cultural	Water Utility	Sewer Utility	2025
<b>Revenues</b>									
Taxes available for municipal purposes	\$ 16,448,093	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 979,200	\$ 285,581	\$ 17,712,874
Sale of services	137,124	137,501	66,610	569,807	33,092	73,452	4,390,714	1,757,472	7,165,772
Income from portfolio investments	1,675,796	-	-	-	-	-	213,160	271,294	2,160,250
Government transfers	1,238,210	269,158	-	135,382	-	-	-	-	1,642,750
Other revenue	13,009	-	-	-	-	500	-	3,768	17,277
Net gain on disposal of tangible capital assets	30,122	-	-	-	43,944	-	33,141	16,166	123,373
	19,542,354	406,659	66,610	705,189	77,036	73,952	5,616,215	2,334,281	28,822,296
<b>Expenses</b>									
Salaries, wages and employee benefits	2,755,404	2,047,990	88,171	1,431,371	1,939,061	434,183	545,748	349,101	9,591,029
Contracted services	1,571,381	3,016,648	51,868	247,539	473,267	1,664,808	96,040	908,957	8,030,508
Supplies and materials	194,574	349,830	3,392	16,368	174,837	85,809	3,373,080	129,556	4,327,446
Interest and bank charges	37,019	75,936	-	-	-	-	-	301,193	414,148
Accretion	1,456	1,953	-	-	1,250	5,771	3,937	-	14,367
Amortization	344,027	432,960	-	-	1,458,073	179,002	348,761	557,097	3,319,920
	4,903,861	5,925,317	143,431	1,695,278	4,046,488	2,369,573	4,367,566	2,245,904	25,697,418
Annual surplus (deficit)	\$ 14,638,493	\$ (5,518,658)	\$ (76,821)	\$ (990,089)	\$ (3,969,452)	\$ (2,295,621)	\$ 1,248,649	\$ 88,377	\$ 3,124,878

## District of North Saanich

### Notes to the Financial Statements

Year ended December 31, 2025

#### 16. Segmented information continued

December 31, 2024	General Government	Protective Services	Solid Waste Management & Environment	Planning and Community	Transportation	Parks, Recreation and Cultural	Water Utility	Sewer Utility	2024
<b>Revenues</b>									
Taxes available for municipal purposes	\$ 14,953,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 978,200	\$ 285,581	\$16,216,882
Sale of services	138,573	140,461	70,554	879,498	86,204	73,587	3,914,506	1,829,854	7,133,237
Income from portfolio investments	1,793,861	-	-	-	-	-	325,123	413,793	2,532,777
Contributed assets	-	-	-	-	560,280	-	24,100	9,500	593,880
Government transfers	1,261,702	-	-	-	-	-	-	-	1,261,702
Other revenue	92,756	-	-	-	-	500	(587)	141,925	234,594
Net gain on disposal of tangible capital assets	-	-	-	-	30,000	-	-	-	30,000
	18,239,993	140,461	70,554	879,498	676,484	74,087	5,241,342	2,690,653	28,003,072
<b>Expenses</b>									
Salaries, wages and employee benefits	2,678,760	1,766,832	69,576	1,188,670	1,861,439	410,044	621,395	330,987	8,927,703
Contracted services	2,111,063	2,884,564	104,850	118,017	637,056	1,604,920	65,353	846,007	8,371,830
Supplies and materials	161,104	167,130	3,530	12,513	195,265	74,818	3,051,669	266,801	3,932,830
Interest and bank charges	54,473	70,461	-	-	-	-	-	290,720	415,654
Accretion	1,129	592	-	-	-	-	1,363	-	3,084
Amortization	293,693	316,909	-	11,499	1,541,996	153,922	326,808	566,134	3,210,961
	5,300,222	5,206,488	177,956	1,330,699	4,235,756	2,243,704	4,066,588	2,300,649	24,862,062
Annual surplus (deficit)	\$ 12,939,771	\$ (5,066,027)	\$ (107,402)	\$ (451,201)	\$ (3,559,272)	\$ (2,169,617)	\$ 1,174,754	\$ 380,004	\$ 3,141,010

# District of North Saanich

## Notes to the Financial Statements

Year ended December 31, 2025

### 17. Budget data

The budget data presented in these financial statements is based upon the 2025 budget in Financial Plan Bylaw #1582, Schedule A passed by Council on April 28, 2025.

	2025
<b>Revenues</b>	
Taxes available for municipal purposes	\$ 17,551,080
Water utility fees and charges	4,294,300
Sewer utility fees and charges	1,782,600
General sale of services	1,628,107
Income from portfolio investments	760,000
Government transfers	1,374,700
Other revenue	303,900
<b>Total revenue</b>	<b>27,694,687</b>
<b>Expenses</b>	
Interest and bank charges	377,100
Amortization	3,447,400
General operating fund	18,792,287
Water operating fund	4,240,700
Sewer operating fund	1,459,600
	<b>28,317,087</b>
<b>Annual deficit before allocations</b>	<b>(622,400)</b>
<b>ALLOCATIONS</b>	
<b>Add</b>	
Amortization expense	3,447,400
Transfers from surplus	550,000
Transfers from Non-Statutory Reserves	30,000
Transfers from reserve funds	5,036,200
<b>Total additions</b>	<b>9,063,600</b>
<b>Deduct</b>	
Principal payments on debt	302,000
Capital expenditures	8,139,200
<b>Total deductions</b>	<b>8,441,200</b>
<b>Financial Plan balance</b>	<b>\$ -</b>

# **Supplementary Schedules**

(Unaudited)

## District of North Saanich

Supplementary Unaudited Financial Information  
Year ended December 31, 2025

### SCHEDULE 1: GROWING COMMUNITIES FUND (GCF)

The District of North Saanich received a \$4,459,000 Growing Communities Fund Grant for Local Governments in 2023. The principal objective of the GCF is for local governments to invest in community infrastructure and amenities in order to support the local housing supply.

Balance, year ending December 31, 2024		\$	4,652,112
Interest earned			140,596
Eligible 2025 costs incurred:			
Public Safety/Emergency Management	\$	203,591	
Public Drinking Water Supply		49,039	
Drainage design development		140,671	
Local Road Improvements		525,016	
Traffic Safety;sidewalks & widening		234,066	
Storm Water Management		73,739	(1,226,122)
Balance, year ending December 31, 2025		\$	<u>3,566,586</u>

### SCHEDULE 2: CAPACITY FUNDING FOR LOCAL GOVERNMENT HOUSING INITIATIVES

The District of North Saanich received \$207,052 in January 2024 in order to meet the new legislative requirements of Bill 44 and 47 Housing Statutes Amendment Act.

Balance, year ending December 31, 2024		\$	151,555
Completion of Official Community Plan			(75,176)
Update of Rezoning Bylaw			(63,704)
Traffic Modeling re new OCP			(12,675)
Balance, year ending December 31, 2025		\$	<u>-</u>

**DISTRICT OF NORTH SAANICH**

**SCHEDULE OF DEBTS  
FOR THE YEAR ENDED DECEMBER 31, 2025**

**SCHEDULE 1 (1) (c)**

**LONG-TERM DEBT**

The District obtains debt financing through the Municipal Finance Authority in accordance with the Community Charter to finance certain capital expenditures.

(a) The long term debt balance is as follows:

	<b>2025</b>
MFA Issue #102, 3.9%, due November 2032	\$ 2,934,273
MFA Issue #127, 4.52%, due April 2029	518,123
	\$ 3,452,396

(b) Future principal payments on net outstanding debenture debt over the next five years and thereafter are as follows:

		<u>General Fund</u>
2026	\$	302,014
2027		302,014
2028		302,014
2029		302,014
2030		211,829
Thereafter		2,032,511
	\$	3,452,396

**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2025**

**SCHEDULE 1 (1) (d)**

**Section 5**

This organization has not given any guarantees of indemnities under the Guarantees and Indemnities Regulation.

**DISTRICT OF NORTH SAANICH****SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2025****SCHEDULE 1 (1) (e)**

Schedule of employees' remuneration, bonuses, gratuities and expenses. Gross pay includes, in addition to regular salaries or wages, the payment of retroactive rate increases, holiday, overtime, other earned pay, plus fringe benefits.

Remuneration does not include severance pay or payments of benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counseling, insurance and similar plans.

**Section 6 (2a)**

<b>Elected Official</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
Jones, Peter	Mayor	\$ 36,812	\$ 1,035
DiBattista, Phillip	Councillor	19,161	6,703
McClintock, John (Jack)	Councillor	19,161	2,779
McConkey, Irene	Councillor	19,161	126
Shrivastava, Sanjiv	Councillor	19,161	-
Stock, Celia	Councillor	19,161	2,492
Marshall, Kristine	Councillor	19,122	1,070
Total		<u>\$ 151,739</u>	<u>\$ 14,205</u>

**Section 6 (2b) - Employees that exceed \$75,000**

<b>Employee Name</b>	<b>Position</b>	<b>Total Remuneration</b>	<b>Expenses</b>
Aldred, T	Records Coordinator	\$ 91,279	\$ 3,328
Alexander, D	Firefighter	90,816	-
Alexander, L	Deputy Corporate Officer	111,953	2,296
Barkley, S	Firefighter	124,884	606
Barner, K	Fire Prevention Officer	130,336	1,436
Burns, M	Equipment Operator	80,770	-
Corbett, C	Parks & Building Maintenance Supervisor	116,566	618
Cunningham, J	Building and Grounds Maintenance Worker	76,794	265
Dolphin, M	Communications & Engagement Manager	128,914	7,286
Duff, A	Works Superintendent	139,991	2,522
Dumas, R	Deputy Chief Administrative Officer	108,168	-
Dunlop, J	Building Inspector	92,793	777
Elia, A	Firefighter	120,816	-
Erickson, T	Senior Planner - Development Application	102,934	3,484
Fedriago, R	Network Support Technician	94,450	331
Hansen, C	HR Advisor	98,955	1,893
Iturralde, E	Financial Analyst	97,007	745
Kary, A	Deputy Fire Chief	152,701	939
Lint, M	Legislative Assistant	80,904	4,803
Martin, B	Director of Infrastructure Services	175,665	4,105
Mazzoni, F.	Director of Planning & Community Services	171,373	4,389
Moreton, D	Procurement Coordinator	85,370	575
Munro, S	GIS Technician	83,040	84
Munro, S	Chief Administrative Officer	222,119	7,887
Murray, R	Building and Grounds Maintenance Worker	84,591	272
Newcombe, S	Firefighter	91,637	820

**DISTRICT OF NORTH SAANICH****SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES****SCHEDULE 1 (1) (e)**

<b>Employee Name</b>	<b>Position</b>	<b>Total Remuneration</b>	<b>Expenses</b>
Noulette, A	Utilities Supervisor	101,060	3,536
Oshaneck, D.	Bylaw Enforcement Officer	91,526	1,484
Parkes, T	Senior Planner - Development Application	96,493	-
Penney, D.	Senior Engineering Technologist	101,320	963
Provan, S	Roads and Drainage Crew Leader / Volunteer Fire Fighter	107,182	15
Pumple, M	Roads & Drainage Supervisor	103,998	1,289
Rooke, S	Utilities Operator - Skilled	91,483	2,255
Sartori, D.	Utilities Crew Leader	91,033	2,133
Sethi, G	Engineering Technologist	78,486	-
Sorensen, S	Director of Emergency Services	174,206	3,677
Stewart, T	Firesmart Coordinator/Firefighter	101,136	3,030
Stozer, M	Manager of Planning	133,035	2,859
Sucksmith, G.	Utilities Operator - Skilled	85,362	2,443
Taylor, R.	Technical Arborist	84,733	298
Van Soest, K	Engineering Technologist	83,238	286
Vizcarra, A	Engineering Technologist	93,889	1,259
Webster, B	Director of Financial Services	157,466	6,974
Wiebe, W	Manager of Financial Services	134,091	1,769
<b>Section 6 (2c) Remuneration under 75,000</b>		<b>\$ 4,864,563</b>	<b>\$ 83,731</b>
<b>Total</b>		<b>2,539,591</b>	<b>61,956</b>
		<b>\$ 7,404,154</b>	<b>\$ 145,687</b>

**Section 6 (2d)**

Salary and benefit costs reported in the operational statement differ from this statement for the following reasons:

- Operational statement labour costs include an amount to provide for severance benefits paid on retirement or termination
- Operational statement costs include expenses for benefits applicable to employees pursuant to employment agreements

**Section 6 (6)**

Employer portion of Employment Insurance and Canada Pension Plan paid to the Receiver General of Canada	
CPP Cost for 2025	323,491
EI Cost for 2025	109,789

**Section 6 (7)**

There was one severance agreement made between the District and its non-unionized employees during 2025. This agreement represented 12 months of compensation.

**DISTRICT OF NORTH SAANICH****SCHEDULE OF ACCOUNTS PAID  
FOR THE YEAR ENDED DECEMBER 31, 2025****SCHEDULE 1 (1) (f)****Section 7 (1)(a) Statement of Accounts Paid in Excess of \$25,000**

<b>Supplier Name</b>		<b>Amount (\$)</b>
ACTION CAR AND TRUCK ACCESSORIES	\$	86,381
ANGEL TRUCK CENTRE		45,271
ASSOCIATED FIRE SAFETY EQUIPMENT		28,817
BARTLETT TREE EXPERT CO CANADA LTD		25,010
BC ASSESSMENT		351,082
BC HYDRO POWER SMART		146,566
BC TRANSIT		3,910,426
BIOMAXX WASTEWATER SOLUTIONS INC		62,758
BLACK PRESS GROUP LTD		32,475
BROGAN FIRE & SAFETY		42,041
CRD		9,148,334
CRHD		1,177,559
CAPITAL REGION FOOD & AGRICULTURE INITIATIVES		26,250
C-1 CONTRACTORS LTD		203,614
CENTRAL SAANICH DISTRICT OF		31,889
CENTRALSQUARE CANADA SOFTWARE INC		61,896
COMMUNITY ENERGY ASSOCIATION		42,500
COPCAN CIVIL LTD		53,996
CAPITAL REGION EMERGENCY SERVICE TELECOMMUNICATIO		73,978
CUBEX LTD		96,768
CUPE LOCAL 374 SOUTHERN VI PUBLIC EMPLOYEES		70,918
DEXTERRA GROUP INC		78,818
E-COMM EMERGENCY COMMUNICATIONS FOR BC		248,630
EH EMERY ELECTRIC LTD		39,531
FIVE STAR PAVING		60,985
FLOWSYSTEMS DISTRIBUTION INC		27,199
FROESE KIRA		27,825
G & E CONTRACTING LP		372,341
GVLRA		91,715
GVLRA CUPE LTD TRUST		179,074
HARRIS & COMPANY		43,872
HI-LITE TRUCK ACCESSORIES LTD		43,631
ICBC		63,641
ICONIX WATERWORKS LP		214,325
ISLAND ASPHALT LTD		27,510
JSF TECHNOLOGIES		32,682
KERR WOOD LEIDAL		138,156
LAM LEGAL TRIAL LAWYERS		119,118
LANARC 2015 CONSULTANTS LTD		28,329
LIDSTONE & COMPANY LAW CORP		33,138
MCRAE'S ENVIRONMENTAL SERVICES LTD		47,856
MICHELL EXCAVATING LTD		90,908

**DISTRICT OF NORTH SAANICH****SCHEDULE OF ACCOUNTS PAID  
FOR THE YEAR ENDED DECEMBER 31, 2025****SCHEDULE 1 (1) (f)****Section 7 (1)(a) Statement of Accounts Paid in Excess of \$25,000**

<b>Supplier Name</b>	<b>Amount (\$)</b>
MINISTER OF FINANCE - EHT	105,000
MINISTER OF FINANCE - SCHOOL TAX PAYMENT	9,405,515
MSVI LP	94,007
MULLIN, JOHN AND MULLIN, LAURIE	37,350
MUNICIPAL INSURANCE ASSN OF BC	199,643
MUNICIPAL PENSION PLAN	1,109,118
NSVFF ASS'N	27,944
NORTH SAANICH FIREFIGHTERS ASSOCIATION LOCAL 5509	32,990
OWEN ALLAN	32,125
PACIFIC BLUE CROSS	295,996
PACIFIC TECH SYSTEMS	29,138
PARKLAND FUEL CORP	77,283
PENINSULA CO-OP	57,592
PENINSULA STREAMS SOCIETY	25,000
POURBAIX ALEXANDER J	63,000
P & R TRUCK CENTRE LTD	235,591
RAMAR HOLDINGS LTD	39,450
RAYLEC POWER LP	44,361
RECEIVER GEN'L - CONTRACT POLICING FINANCE	1,582,178
RECEIVER GEN'L	2,137,114
RICOH CANADA INC	30,788
SEA TO SKY NETWORK SOLUTIONS	462,385
SERVICE FIRST LTD	46,101
SHAW BUSINESS	57,287
SHAW CABLESYSTEMS	25,533
TOWN OF SIDNEY	658,149
SLEGG BUILDING MATERIALS LTD	34,698
SOCOR CONTRACTING LTD	60,480
STEWART MCDANNOLD STUART	46,759
SURREY CITY OF	75,839
TARTANBOND COMMUNICATIONS LTD	27,300
TELUS	31,903
T-LINE EV LLC	203,591
URBAN SYSTEMS LTD	41,449
VIRL	1,227,955
VANGUARD PROJECTS INC.	31,700
VICTORIA DRAINS SERVICES LTD	67,678
WHEATON CHEVROLET BUICK CADILLAC GMC LTD	50,568
WISHBONE INDUSTRIES LTD	92,699
WCB	231,252

**Section 7 (1)(b) OTHER PAYMENTS (aggregate payment \$25,000 and under)**

\$	36,862,322
	2,206,433
\$	39,068,755

**DISTRICT OF NORTH SAANICH****SCHEDULE OF ACCOUNTS PAID  
FOR THE YEAR ENDED DECEMBER 31, 2025****SCHEDULE 1 (1) (f)**

**Section 7 (1)(c)** This statement shows actual payments during the year while the operational statement reports expenses during the year.  
Significant amounts are accrued at every year end for goods and services received in December, but paid in the new year.  
Variances are also due to deposits and deferred revenue refunds, GST ITCs and rebates, acquisition of tangible capital assets, repayment of long-term debt, employee portion of benefits remitted on their behalf and payments to other taxing authorities.

<b>Section 7 (2)(b) GRANTS OR CONTRIBUTIONS</b>	<b>Amount (\$)</b>
676 KITTYHAWK AIR CADET SQUADRON	\$ 2,500
ARTSEA COMMUNITY ARTS COUNCIL	13,500
BC AVIATION MUSEUM	5,000
BEACON COMMUNITY ASSOCIATION	10,000
CANADIAN ASSOCIATION OF RETIRED PERSONS	1,000
COMMUNITY EVENT 30TH ANNUAL INTER-TRIBAL POWWOW	5,709
CONSTRUCTION FOUNDATION OF BC	5,000
CYCLING WITHOUT AGE SOCIETY	2,000
FRIENDS OF DOMINION BROOK PARK SOCIETY	2,500
NAVY LEAGUE OF CANADA	1,000
NEED 2 SUICIDIE PREVENTION EDUCATION & SUPPORT	3,500
PARKLAND PARENT ASSOCIATION	1,000
PENINSULA CELEBRATIONS SOCIETY	2,500
PENINSULA FOOD GROWERS CO-OP	400
PENINSULA STREAMS SOCIETY	28,500
SAANICH INLET LIFEBOAT SOCIETY	3,000
SAANICH INLET PROTECTION SOCIETY	1,000
SAANICH MARINE RESCUE SOCIETY	3,000
SAANICH PENINSULA CHILDREN'S BOOK RECYLING	1,300
SAANICH PENINSULA MEMORIAL PARK SOCIETY	185,000
SAANICH PENINSULA PIRANHA SWIM CLUB	500
SIDNEY GUIDE & SCOUT HALL SOCIETY	1,000
SIDNEY MUSEUM & ARCHIVES SOCIETY	43,800
SOUTH VANCOUVER ISLAND FARMERS INSTITUTE	3,000
STELLY'S DRY AFTER GRAD 2025	500
TAKE A HIKE FOUNDATION	2,500
TOWN OF SIDNEY	3,268
VANCOUVER ISLAND SEARCH AND DISASTER DOG ASSOCIATION	1,700
VANCOUVER ISLAND SOUTH FILM & MEDIA COMMISSION	2,500
YOUTH PARLIAMENT OF BC ALUMNI SOCIETY	545
	<u>\$ 336,722</u>





## STAFF REPORT

To: Stephanie Munro  
Chief Administrative Officer

Date: June 15, 2026

From: Dianna Plouffe  
Director of Corporate Services

File: Staff Report # CS-26-026

Re: **UBCM Meeting Requests**

### **RECOMMENDATION(S):**

1. That Council direct staff to request a meeting with the [Ministry of] to discuss [topic].
2. That Council direct staff request a meeting with [Provincial Agencies, Commissions, or Corporations] to discuss [topic].

### **STRATEGIC PLAN IMPLICATIONS:**

This matter relates to the following Council strategic priorities:

- *Protect the natural environment*
- *Focus on local Agriculture and support food production and systems*
- *Maintain a safe, inclusive, healthy, and vibrant community*
- *Support growth that is environmentally, socially, and economically sustainable*
- *Embody good governance principles of community engagement, accountability, leadership, impartiality, and transparency*

### **INTRODUCTION/BACKGROUND:**

The Union of British Columbia Municipalities (UBCM) is a representative body that advocates for local governments and provides supports and services to its members. The UBCM Convention is an annual gathering of elected officials from cities, towns, villages, regional districts, and some Indigenous communities across the Province of British Columbia. The 2026 UBCM Convention will be held from September 14 to 18, 2026, at the Vancouver Convention Centre, in Vancouver, British Columbia.

Meetings with the Premier and Cabinet Ministers will be 15 minutes in length and will take place in person September 14 to Friday, September 18. The deadline to submit these requests is June 24. Meeting regrets will be communicated by mid-August, and meeting confirmations will be sent by early September.

Meetings with Ministry, Agency, Commission, and Corporation (MAAC) staff will be 30 minutes in length (20 minutes for the Ministry of Transportation and Transit), and will take place virtually Tuesday, September 8 to Friday, September 11. The deadline to submit these requests is August 5. Meeting regrets will be communicated as they arise, and meeting confirmations will be sent by September 2 or sooner.

Stephanie Munro, Chief Administrative Officer  
 Re: UBCM Meeting Requests

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**DISCUSSION:**

Staff are seeking feedback from Council regarding meeting requests with Provincial Ministers. To assist Council in identifying potential discussion items, staff have prepared the following topics for consideration, as they align with Council's Strategic Plan priorities.

The topics presented are intended solely as options for Council's consideration. Council may choose to advance any of the suggested topics, modify them, or identify alternative topics of its own choosing.

A maximum of three topics may be submitted; however, requests for meetings with multiple Ministers on the same topic are not permitted.

Topic	Ministry/MACC	Request
Climate Action Initiatives	Environment and Climate Action Strategy	Commitment to reliable funding levels through the Local Government Climate Action Program (LGCAP) which is critical to undertake and complete critical climate action and environmental initiatives at the District
Emergency First Responder Calls	Minister of Health	Advocating for increased provincial funding for BC ambulance service and service areas that impact medical first response, an area that local governments are continuing to address without adequate funding
Access to Primary Care Physicians	Minister of Health	Advocating for provincial action to improve access to primary care physicians
Capacity Building	Minister of Housing and Municipal Affairs	Request consideration reestablishment or extension of a Capacity Building Grant program to assist municipalities with implementation of Housing Target Orders and related legislative and administrative requirements. The District received a one time grant amount of 94,000 which was used to fund a the OCP update, rezoning bylaw update including costs associated contractors and legal review and used a portion to add a small amount of staff capacity.
Code of Conduct	Minister of Housing and Municipal Affairs	Express support for <b>Bill 17</b> , the Housing and Municipal Affairs Statutes (Codes of Conduct) Amendment Act, and the importance of establishing consistent standards of conduct and accountability within local government. (if not passed yet) OR Request continued Provincial support and guidance regarding implementation of <b>Bill 17</b> , the Housing and Municipal Affairs Statutes (Codes of Conduct) Amendment Act, including resources and training to assist local governments in meeting legislative requirements. (if passed by then)
Harvest Hub	Minister of Agriculture and Food	Explore potential grant funding opportunities to support future expansion of the <b>Harvest Hub</b> and enhance local food security, agricultural initiatives, and community access programs.
Seniors Center	Office of the Seniors Advocate (OSA)	Seek support for the development of a <b>Seniors Centre</b> within the District, including potential funding opportunities and partnership support to establish a community facility in collaboration with local service providers.

Stephanie Munro, Chief Administrative Officer  
 Re: UBCM Meeting Requests

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ALR Land	ACC - Agricultural Land Commission	Seek information, guidance, and ongoing collaboration regarding the Agricultural Land Reserve (ALR) and the work of the Provincial Agricultural Land Commission (ALC), while emphasizing the <b>importance of protecting agricultural land for long-term agricultural use</b> , food security, and sustainability within the District.
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**OPTIONS:**

Council can:

1. Identify the topics for Minister meetings during the 2026 Union of British Columbia Municipalities convention; or
2. Provide alternate direction.

**COMMUNICATIONS IMPLICATIONS:**

Upon Council's direction regarding meeting topics, staff will submit the corresponding meeting requests. Once meeting requests have been approved and schedules confirmed, staff, in consultation with the CAO, will prepare briefing materials and speaking notes to support Council's participation and ensure Council members are prepared for the meetings.

**SUMMARY/CONCLUSION:**

The UBCM Minister Meetings program provides Council with an opportunity to directly advocate for local priorities and discuss matters of importance with Provincial decision-makers. Council's direction on preferred meeting topics will enable staff to proceed with submitting meeting requests and preparing the necessary materials to support discussions with Ministers and/or Ministry, Agency, Commission, and Corporation (MACC) staff.

Respectfully submitted,

*DPlouffe*

Dianna Plouffe  
 Director of Corporate Services

Concurrence,

*Stephanie Munro*

Stephanie Munro  
 Chief Administrative Officer





**DISTRICT OF NORTH SAANICH**

*Peninsula Recreation Commission*  
**Council Liaison Report**

**Date: May 28, 2026**

**Liaison: Councillor Phil DiBattista**

- **2026/2027 Review of Fees and Charges Bylaw**
  - Further discussion over the military rate for serving and retired members
  - PRC is already doing more than other facilities
  - Further analysis is required before a decision can be made.
  
- **Capital Project Updates**
  - Road Sign upgrade complete
  - Energy Recovery will be commissioned in June 1, 2026
  - HVAC upgrades underway
  - Replacement of CO2 tanks in progress
  
- **Reduced Scope- Borrowing Bylaw for Hovey Rd Recreation Facility**
  - Given the results of the Township of Sidney decision regarding the CRD borrowing bylaw for recreation space in Central Saanich, a new NOM was presented
  - The size and scope of the project have been reduced by approximately 30%, which also translates into a reduction in the borrowing costs associated with the project
  - The reduced scope of the project would only allow the PRC to meet the most critical capacity issues (Weight room and Fitness space), however removes spaces for Art, meeting space off the plan which were identified as lower priorities.
  - Discussion around timeline: June 10 to CRD board  
June 25 back to PRC  
July 8 CRD Board  
Back to municipalities July 2026

**Respectfully submitted,**

**Councillor Phil DiBattista**





## **DISTRICT OF NORTH SAANICH**

### *Saanich Peninsula Accessibility Advisory Committee* **Council Liaison Report**

**Date: May 28, 2026**

**Liaison: Councillor DiBattista**

- **Discussion around Townplace Suites accessibility**
  - Project is not municipal, so Provincial and Federal accessibility standards are used.
  - Municipal Standards are much better and robust
  - No mechanism to 'enforce' municipal standards on provincial/federal projects.
- **YYJ Accessibility Update**
  - YYJ has done a remarkable job with improving accessibility standards, especially post-security checkpoint, which has long been an issue.
- **Accessible Parking**
  - Discussion around updated signage for accessible parking as there is a difference for reduced mobility vs vehicle loading (especially side loading)
  - Definitely a struggle in private parking lots.
  - Motion for Municipals to do an information campaign in November.
- **Brain Injury Awareness Month in June**
  - Walk in planned for May 31<sup>st</sup> in Victoria
- **Last SPAAC meeting was held by North Saanich onto Sidney for the next year. A big thank you to the staff at North Saanich for their support.**

**Councillor DiBattista**





**DISTRICT OF NORTH SAANICH**

*Vancouver Island Regional Library*  
**Council Liaison Report**

**Date:** June 3, 2026

**Council Liaison:** Councillor McClintock

The Board meeting discussion included:

- Executive Director's report
- 2025 Statement of Financial Information (SOFI)
- Executive Committee and Audit and Finance Special Committee, March 2026 report
- 2027-2031 Financial Plan guidelines and assumption
- Facilities
  - Tofino Branch project
- New Business
  - Revised Policy: Friends of the Library
  - VIRL Lights the Way, in Every Way: Understanding VIRL budget process
  - VIRL Lights the Way, in Every Way: Update on VIRL's service hours (standardized schedules and operating review project 2025)

**Respectfully submitted,**  
**Councillor McClintock**





## DISTRICT OF NORTH SAANICH

**Date: June 15, 2026**

**Submitted by: Councillor Sanjiv Shrivastava**

**Re: Conference Report on “Living Systems Beyond Growth: Building Future-Forward KPIs” (20-22 May 2026)**

### **Background**

On 15 Dec 2025, the District of North Saanich Municipal Council (Notice of Motion 529 – supported by Mayor Jones, Cllrs. McConkey, Marshall and Shrivastava) endorsed the hosting of a two-day conference on Doughnut Economics (DE) Framework in May, 2026, focused on its application to community planning, food systems and community well-being. The motion approved the formation of a Conference Executive Committee to guide program development, partnership building, logistics, and event delivery. It also directed staff to support the Conference Executive Committee in a scoped, time-limited manner. This report outlines the purpose, the planning process, conference details, and the way forward.

### **1. The Purpose of the Conference**

Recognizing the necessity for the evolution of the traditional metrics of policy success in an era defined by rapid ecological shifts and social needs, the aim of the conference was to build local government capacity to design and implement practical and innovative tools of community planning using the Doughnut Economics (DE) framework.

The combination of panels and workshops brought together practitioners and academics to share and develop their expertise in designing Key Performance Indicators (KPIs), data catalogues, and monitoring approaches aligned with Official Community Plan (OCP) of the district.

Drawing on applied expertise from the Doughnut Economics Action Lab (DEAL) leadership (Oxford University), a cross-section of smaller municipalities (Nanaimo, Okotoks, Grenoble (France), Bad Nauheim (Germany), Ipoh (Malaysia)), regional food system experts (Closing the Supply Gap, Community Social Planning Council, and BC Ministry of Agriculture & Food), and scholars from Canadian Universities heading

research on Planning, Age-Friendly Communities, and Policy Design (Queens Univ, Simon Fraser Univ, Kwantlen Univ, and Athabasca Univ), the panels included hands-on learning sessions/workshops focused on three themes:

- i) sustainable food systems
- ii) age-friendly wellbeing, and
- iii) circular economy practices.

Overall, the purpose of this conference was to support the district's OCP, which embeds Doughnut Economics at its core, and the implementation plans that align with the OCP objectives. By exploring actionable and measurable tools for policy design and implementation, the aim of the conference was to promote evidence-based decision-making, strengthen municipal reporting, and accelerate cross-sector collaboration within the framework of existing council-adopted policy.

***Intended impact:***

- Equip planners and decision-makers with concrete measurement tools of policy governance to reduce ambiguity and support transparent evidence-based decisions.
- Build cross-sectoral capacity and networks across BC (and Vancouver Island communities) to accelerate scalable pilots and shared measurement approaches.
- Ensure municipal planning advances in resilience, social wellbeing, and long-term ecological stewardship in ways that are actionable within existing policy cycles.

***Target Audience***

- Municipal and regional planners (MBCI, PIBC, CIP members)
- Local government policy staff members
- Public health professionals and staff
- Academics, practitioners, experts, and graduate students.

**2. Planning for the Conference**

After the Council endorsement of 15 Dec 2025, a **Conference Committee** was formed with Mayor Jones as the Conference Chair, Cllr. Irene MacConkey and Stephanie Munro as Conference Co-Chairs, and Cllr. Sanjiv Shrivastava and Felice Mazzoni as the Organizing Committee Co-Chairs.

Hundreds of hours of research, writing, and communication went into creating the draft conference program, which was circulated to the conference committee for feedback in January(?). As the conference was intended for planners, government policy staff, academics, and applied practitioners involved in community planning, service delivery, and performance measurement, the draft program was then shared with the Planning

Institute of BC (PIBC). At the same time, Cllr. Shrivastava opened communication with Jacqueline Booth, Director at the Centre for Plant Health, to use their Hall 21 as the venue for the conference.

**PIBC deemed the conference eligible for 15.5 CPL Units** for planners attending/presenting at the conference and included the Living Systems conference on their professional events calendar ([Living Systems - Beyond Growth: Building Future-Forward KPIs through Municipal Performance Measurement | Planning Institute of British Columbia](#)). A conference email was created to provide the registration link to all those who contacted the organizers and provided their expression of interest in sharing their expertise at the conference. **The PIBC conference information was public and registration was free.**

Cllr. Shrivastava presented updates on the progress of the conference at the Council meetings in January and April 2026, where he confirmed that no public funds will be utilized in conference preparation and execution. Additionally, he requested permission to raise funds for providing food to the participants during the two-day conference. Realizing the absence of any funding and the limited staff support for the conference, a number of residents contacted Cllr. Shrivastava to volunteer. Additionally, Meenal Shrivastava took on the role of program advisor and conference co-coordinator to handle the logistics.

Below is list of volunteers, their duties and sponsors during the conference:

**Session Facilitation:** Mayor Jones, Cllr. Irene McConkey, Cllr. Kristine Marshall, Cllr. Shrivastava, Prof. Meenal Shrivastava, Konrad Sechley.

**Registration Desk:** Sue Hall, Uta Bryce, Alan Bryce, Laurie Kelly, Darlene Lavender, Cllr. Irene McConkey, Dave McConkey, Allan Marshall.

**Coffee:** Vendors paid directly by Allan Marshall and Dave McConkey.

**Food:** Vendors paid directly by Diana Chown, Darlene Lavender, and Sheil Bailin

**Water:** Provided by Laurie Kelly and Mike Kelly (Millstone Farm)

**Steel Water Bottles:** Provided by Heather Edward Saanich Peninsula Health and Hospital Foundation (SPHHF)

**Audio, Video, Zoom Operation:** Steve Zio and Konrad Sechley

**Audio-Video Equipment:** Paid by Cllr. Shrivastava

**Honorarium for Elder May Sam:** Paid by Cllr. Shrivastava

### 3. The Conference

Please see the full conference program and bios of all the presenters in the attached Appendix A and B. There were 20 presenters as well as practitioners, scholars, and students related to one of the focus areas of the conference.

Mayor Jones welcomed the participants on the evening of May 20<sup>th</sup> and Elder May Sam from Tsartlip Nation offered prayers and blessings to the gathering, and a reminder of the interconnectedness of it all.

The DEAL leadership team of Kate Raworth, Leonora Grcheva, and Ilektra Kouloumpi set the tone of the gathering with their inspiring work on DE theory and practice. This session was also attended by Saanich and Gulf Islands MP, Elizabeth May. Later that day, Trevor Hancock provide a thought-provoking deep-dive into the connections between economic and health systems.

Planners from afar zoomed into the conference sessions at extremely odd hours for them: Sharifah Husna binti Syed Zainal Yussof (Ipoh, Malaysia), Nathalie Le Meur (Grenoble, France), Yuge Lei (Bad Nauheim, Germany). While some attended from not so far afield: Ajay Agarwal (Queens Univ), Greg Hart (Calgary), and Lisa Brinkman (Nanaimo).

Other presenters included Tammy R. Sam (Tsawout/Tsartlip) who shared the Indigenous knowledge of the Salish Sea and our reliance on its marine system. Mei Lan Fang (Simon Fraser Univ) reminded us of the interrelatedness of aging well in place and inclusive public health. Katie MacDonald (Athabasca Univ) shared her research on non-market housing and led a workshop on the challenges and opportunities of designing an age-friendly community. Patricia Reichert (Closing the Supply Gap), Christina Peacock (Community Social Planning Council), and Megan Halstead (BC Ministry of Agriculture & Food), and Kent Mullix (Kwantlen Polytechnic Univ) (Kent was unable to attend but was instrumental during the planning phases of the conference) brought their invaluable experience within the food systems sector. Alexandra Welch dealt with the complexities of integrating environmental issues in municipal planning. Aaron Stone and Dallas Gislason (South Island Prosperity Partnership) presented a collaborative regional approach to sustainable economic development to the conference participants.

#### **4. The Way Forward**

The Living Systems conference brought together a multi-disciplinary cohort of municipal and regional planners, government officials, food systems experts, public health professionals, and academics to bridge the gap between visionary theory and institutional practices. These practitioners shared the experiences of implementing the Doughnut Economics framework to policymaking and discuss the development of implementation-ready tools for local government policy.

Emphasizing applied learning over advocacy, the conference program paired international and Canadian practice-based expertise with locally rooted panels and workshops to explore the conversion of high-level policy objectives into measurable Key Performance Indicators (KPIs), data catalogues, and policy workflows that can be embedded in Official Community Plans (OCPs) and municipal reporting.

The conference also aimed to accelerate collaborations across regions and sectors for developing tools, metrics, and partnerships embedded within policy and planning implementation processes. Many conversations during the sessions appeared to recognize the potential for such collaborations and many presenters asked for a follow up of this conference in the near future.

I would like to thank everyone who supported the Living Systems conference of 2026 and hope that the council will continue to facilitate such opportunities for working toward regenerative, inclusive, age-friendly, and future-ready communities in the district.

**Respectfully Submitted,**

**Councillor Sanjiv Shrivastava**

Appendices:

Appendix A: Conference Programme

Appendix B: Brief Bios of Speakers and Facilitators

Appendix C: December 15, 2025, Notice of Motion

## Appendix A

### **Living Systems Beyond Growth: Building Future-Forward KPIs (North Saanich, 20-22 May 2026)**

#### Conference Programme

##### Reception (20 May 2026)

3:00 - 5:00 pm	8805 East Saanich Road, North Saanich
3:15 - 3:20pm	Welcome (Mayor Peter Jones & Stephanie Munro)
3:20 – 3:25pm	Land Acknowledgement and Introductions (Cllr. Sanjiv Shrivastava)
3:25 – 3: 45pm	Prayer and Blessings (Elder May Sam, Tsartlip Nation)
3:45 – 5:00pm	Meet and Greet with Snacks and Beverages

##### Day 1 (21 May 2026): From Concept to Implementation

7:00 – 7:40 am      Doors open.

##### **Session 1**

7:40 – 8:00 am      Welcome & OCP Context (Mayor Peter Jones and Cllr. Sanjiv Shrivastava)

##### **Session 2: Doughnut Economics Action Lab (DEAL) Leadership Panel**

8:00 - 10:30 am	Facilitator - Cllr. Sanjiv Shrivastava
8:00 - 9:00 am	Regenerative Economies for Regenerative Futures (Kate Raworth)
9:00 – 9:45 am	Lessons from cities and regions (Leonora Grcheva)
9:45 – 10:30 am	Sectors and Doughnut Economics- Food Systems (Ilektra Kouloumpi)

##### **Break (10:30-11:00 am)**

##### **Session 3: Systems Thinking & Capacity Building**

11:00 – 1:00pm	Facilitator – Greg Hart
11:00 -11:15 am	Planning for People, Not Just Trips (Ajay Agarwal)
11:15 – 11:30 am	Environmental Integration in Municipal Planning (Alexandra Welch)
11:30 – 11:45 am	Systems Approach to KPIs (Greg Hart)

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- 11:45 – 12:00 pm Q&A
- 12:00 – 1:00 pm Workshop - Integrating Systems Thinking & Doughnut Economics into Planning and Policymaking

**Lunch (1:00 – 2:00 pm)**

**Session 4: Food Systems within the Doughnut**

- 2:00 - 4:30 pm Facilitator – Sanjiv Shrivastava
- 2:00 – 2:15 pm The Salish Sea and Its People (Tammy Sam)
- 2:15 – 2:30 pm Regional Context of the Land and Food Systems (Megan Halstead)
- 2:30 – 3:00 pm Building a Localised Food System (Christina Peacock & Patricia Reichert)
- 3:00 – 4:30 pm Workshop: KPIs for Sustainable Food Systems

**Session 5 and Dinner:**

- 5:00 – 5:30 pm Gather at the restaurant
- 5:30 – 7:30 pm Dinner
- 7:30 – 8:30 pm Dessert and Fireside Chat with Trevor Hancock - Building Community Capital: Healthy, Sustainable and Equitable Communities.

**Day 2 (22 May 2026): From Practice to Innovation**

- 7:30 – 8:00 am Doors open.

**Session 6: Global/Local Perspectives on the Implementation of Doughnut Economics**

- 8:00-10:00 am Facilitator – Meenal Shrivastava
- 8:00 – 8:20 am Ipoh, Malaysia (Sharifa Husna)
- 8:20 – 8:40 am Grenoble, France (Nathalie Le Meur)
- 8:40 – 9:00 am Bad Nauheim, Germany (Yuge Lei)
- 9:00 – 9:20 am Okotoks, AB (Greg Hart)
- 9:20 – 10:00 am Nanaimo, BC (Lisa Brinkman)

**Break (10:00 – 10:30 am)**

**Session 7: Age-Friendly Communities & Quality of Life**

- 10:30 – 1:00 pm      Facilitator - Cllr. Kristine Marshall
- 10:30 – 10:45 pm    Ageing Well in Place (Mei Fang)
- 10:45 – 1:00 pm    Workshop- Age-Friendly Communities (Katie MacDonald)

**Lunch 1:00 – 2:00****Session 8: Circular Economy Systems as Engines of Economic Growth**

- 2:00 - 3:30 pm:      Facilitator – Mayor Peter Jones
- 2:00 – 2:15 pm      South Island Prosperity Partnership (Aaron Stone & Dallas Gislason)
- 2:15 – 3:30 pm      Workshop - A collaborative regional approach to sustainable economic development

**Closing Session**

- 3:30 - 4:00 pm      Facilitator - Cllr. Irene McConkey
- 3:30 – 3:40 pm      Summary (Meenal Shrivastava)
- 3:40 – 3:50 pm      Next Steps (Mayor Peter Jones)
- 3:50 – 4:00 pm      Vote of Thanks (Cllr. Shrivastava)

## Appendix B

### Living Systems Beyond Growth: Building Future-Forward KPIs (North Saanich, 20-22 May 2026)

#### Brief Bios of Speakers and Facilitators

#### Session 2: Doughnut Economics Action Lab



**Kate Raworth** is an ecological economist and creator of the Doughnut - an economic concept that aims to meet the needs of all people within the means of the living planet. Her internationally best-selling book *Doughnut Economics: seven ways to think like a 21st century economist*, has been published in over 20 languages and has been widely influential with diverse audiences, from the UN General Assembly and Pope Francis to David Attenborough and Extinction Rebellion. Kate is also co-founder of Doughnut Economics Action Lab, and Senior Teaching Fellow at Oxford University's Environmental Change Institute.



**Leonora Grcheva** is the Cities & Regions Lead at the Doughnut Economics Action Lab (DEAL), supporting the work of over 60 local and regional governments globally working with Doughnut Economics. She is an architect and urban planner by training and holds a PhD in Urbanism. Previously, Leonora worked as an urban planning consultant for UN-Habitat and as a community engagement practitioner in the planning sector in the UK.



**Elektra Kouloumpi** leads DEAL's work on Sectors, driving the transformation of large-scale systems in Food, Built Environment, Tourism, Healthcare, Energy, Sports/Events, Fashion, and beyond. Combining her engineering background with a Master's in Sustainable Development, she has worked for over 15 years at the intersection of systems change and new economics. Before DEAL, she led a team providing strategic advisory to more than 100 cities worldwide. She also runs a consulting studio in Athens and develops courses on social and ecological transformation in partnership with Schumacher college.



**Sanjiv Shrivastava** is Councillor in the district of North Saanich. After spending his childhood in India, Kenya, and Zambia, he lived in South Africa for nearly three decades where he earned his doctorate in Physics and taught at the University of Witwatersrand. Now living as an uninvited

settler on the unceded Coast Salish traditional territory, Sanjiv continues his lifelong commitment to learning, innovation, and community-building through collaboration and compassion, being open to serendipity, and Vasudhaiva Kutumbakam (the whole world is family).

### **Session 3: Systems Thinking**



Dr. Ajay Agarwal is Director of the School of Urban and Regional Planning at Queen's University in Kingston, Ontario, and a Registered Professional Planner in Canada. His research focuses on urban transportation policy and planning, with particular emphasis on sustainable transportation, the role of transport infrastructure in urban growth and development, travel behaviour among millennials, barriers to public transit use in Canadian cities, and the transportation needs of older adults. His work has been supported by the Social Sciences and Humanities Research Council (SSHRC), the Lincoln Institute of Land Policy, and MITACS. He is currently leading a research project examining the barriers to independent mobility faced by older adults in mid-sized Canadian cities



**Alexandra Welsh** is a student planner and ecologist studying for her Masters at Simon Fraser University and working at the intersection of environmental policy and land use planning in British Columbia. Prior to graduate studies, she worked as a biologist with Diamond Head Consulting, where she contributed to the District of Saanich's award-winning Biodiversity Conservation Strategy. She also serves as a Director with WildResearch, a BC conservation and community science organization. As a Research Assistant with SFU's Action on Climate Team, she works with the Saanich Peninsula Environmental Coalition to examine how municipalities of the Saanich Peninsula can better coordinate the management of shared coastal and terrestrial ecosystems through bioregional management.



**Greg Hart** Greg is a lifelong entrepreneur who has spent 30 years studying, applying, and innovating in behaviour-based design. He was a founding partner of the ecosystem venture studio Thin Air Labs and the design-focused unschool InceptionU, where he develops and delivers programs. He is the CEO of Future Fit Cities, working towards a regenerative future that integrates social, environmental, and economic activities to create a world where everyone can thrive. The meaningful design of our cities, institutions, learning systems, and ventures is central to this work. Greg has collaborated with Breda University of Applied Sciences in the Netherlands for 15 years.

He is also the co-lead of the Doctor of Design program at the University of Calgary's School of Architecture, Planning, and Landscape.

#### Session 4: Food Systems



**Tammy R. Sam** is a lifelong member of the Saanich Nations, with family connections to Stolo Nations. Guided by the elders and knowledge keepers for the last 50 years she is learning and living in two worlds. Her First World is the traditional ways of the WSÁNEĆ people, historically and ceremonial grounded. She complements the traditional teachings with earned education in the Other World to assist where needed for the WSÁNEĆ people.



**Megan Halstead** is a professional agrologist and serves as the Regional Agrologist for the south Island in the BC Ministry of Agriculture & Food. Aside from her degree in agroecology, she has hands on experience in organic production and certification, pasture raised livestock and greenhouse crops.



**Christina Peacock** has worked in the community sector over the past four decades – from international youth exchanges and global education organizations to more locally focused social justice organizations. While at the Community Social Planning Council of Greater Victoria, she contributed to a range of community-based research initiatives to address poverty reduction and enhance quality of life in BC's Capital Region. She has been a member of the Victoria Community Food Hub Society and Capital Region Food and Agriculture Initiatives Roundtable. Christina has also been co-facilitator of Closing the Supply Gap since 2019.



**Patricia Reichert** is immersed in localising the food system, and the transformation to a food supply chain directed by local values. She designed and co-leads Closing the Supply Gap (CSG), a collaborative research and action initiative in the Capital Region of BC. CSG is building localised food system knowledge and leadership among farmers, fishers, primary processors, local government, community investors, and independent food distributors. Patricia has a doctorate in social sciences and direct experience as a local food processor. She aims to bridge the values-theory-practice divide as the path to transforming the economics of food from industrial to place-based.

#### Session 5 and Dinner

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**Trevor Hancock** is a public health physician and health promotion consultant. He 'retired' in 2018 from his role as Professor and Senior Scholar at the School of Public Health and Social Policy at the University of Victoria. He co-founded both the Canadian Association of Physicians for the Environment & the Canadian Coalition for Green Health Care, and 35 years ago helped start what is now a global WHO-sponsored Healthy Cities and Communities movement. He has a long-standing interest in ecological economics as it relates to health and wellbeing and in 2020 did a report on this topic for the National Collaborating Centre on Healthy Public Policy.

### **Session 6: Global Perspectives**



**Sharifah Husna binti Syed Zainal Yussof** is an Executive in Science Communications and Advocacy at the Sunway Centre for Planetary Health, where she translates complex science into compelling narratives. She also leads the charge as the project lead for Ipoh Doughnut Economics, helping the city aim for that sweet spot of social and ecological well-being. Husna has a Bachelor's degree in Urban and Regional Planning and a Master of Science in Built Environment, focused on indicators for environmental resilience. Her current passions revolve around studies on healthy and sustainable cities and exploring anything and everything "Doughnut"!



**Nathalie Le Meur** is the Donut Project Manager of the City of Grenoble where she deploys various applications of Doughnut Economics to strengthen the municipality's transition trajectories. From a territorial diagnosis to the creation of a decision-making tool, via an analysis of the city's various strategies and political plans, she explores different ways for moving collectively towards both respect for planetary boundaries and satisfaction of all basic human needs.

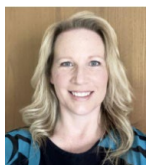


**Yuge Lei** works at the intersection of sustainability governance and urban transformation in Germany. Over the past years she has been working on embedding Doughnut Economics into municipal decision-making in Bad Nauheim. Her work includes developing participatory processes, policy screening tools and governance structures that make the complexity of sustainable development legible for the city administrators, citizens, and politicians alike.



**Meenal Shrivastava** is Professor of Political Economy and Associate Dean at Athabasca University. She works from her home-office on the unceded traditional territory of the WSÁNEĆ nations. Her academic research examines the drivers and manifestations of globalization, and their impact on the design of public policy. She has written more than one hundred and fifty academic papers, including three books. She also writes creative relational stories to demonstrate how individual lives intersect with socio-economic-political trends, and why it matters.

### **Session 7: Age-Friendly Communities**



**Kristine Marshall** is Councillor in the district of North Saanich. Believing in the importance of community and listening to residents' voices, Kristine is an advocate of transparent, inclusive communication and community engagement. As a registered parliamentarian, strategic thinker, and evidence-based decision-maker, she brings 20-years of experience working with boards, effective governance models, and community engagement to council. Councillor Marshall values community involvement and has volunteered with Girl Guides of Canada, search and rescue and is a mentor to young falconers. In her spare time, she can be found working in her boutique apiary, hobby farm, and flying falcons.



**Mei Lan Fang** is an Assistant Professor of Urban Aging at Simon Fraser University, jointly appointed in Urban Studies and Gerontology. Her interdisciplinary research focuses on age-inclusive environments, seniors' centres as critical community infrastructures, housing and care transitions, climate resilience, and the ethical dimensions of AgeTech. Grounded in community-based and participatory approaches, her work centres the lived experiences of older adults to inform policy and practice. She collaborates closely with seniors' organizations, health partners, and policymakers to advance inclusive, equitable, and community-driven solutions that support aging well in place across British Columbia and in international contexts.



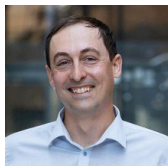
**Katie MacDonald** is an Associate Professor at Athabasca University and lives in Treaty 6 territory in Amiskwaciy-Wáskahikan. Katie's research interests include an eclectic mix of topics (from nonmarket housing to international service learning to social movements) that all ask about how people can work collectively to build more just futures. Katie is interested in building ideas together, making sure that research findings are accessible

and impactful for community, and learning from others. Prior to joining Athabasca University, Katie worked for five years as a policy and research analyst for a nonmarket housing provider.

### **Session 8: Circular Economy**



**Peter Jones** is Mayor of the district of North Saanich. Born in Wales, UK, he has lived in North Saanich for three decades. Educated as an Electrical and Construction Engineer, Peter has put his education to great use over the years working with both national and international companies. Peter has an extensive history of working collaboratively with Federal, Provincial, Territorial and Municipal Governments, providing technical advice for Legislative and Regulatory changes in regulating land values and improvements for property tax purposes. Peter is committed to doing what is best for the community of North Saanich and stands by his values to support agriculture and the green spaces in North Saanich.



**Dallas Gislason** is the Executive Director at the South Island Prosperity Partnership (SIPP), which launched in 2016 with 29 members and now has over 70. He has played instrumental roles in many industry-leading economic development projects across Canada and the USA over the last 20 years. Dallas has served on several boards over the years, and received many accolades over his career, including being the youngest-ever recipient of the Premier of Saskatchewan's Award of Excellence in Leadership. He holds a Master's of Global Management (MGM) degree from Royal Roads University and many certificates in facilitation and economic development.



**Aaron Stone** is the CEO of South Island Prosperity Partnership (SIPP) championing investing in innovation for high-value sector development, community wealth building, circular economy initiatives and economic reconciliation with First Nations. His leadership prioritizes emerging sectors — including life sciences, clean-tech and the blue economy — to create household-supporting jobs while safeguarding coastal ecosystems and cultures. He has secured award-winning community plans and infrastructure investments to leverage place-based solutions for resilient, equitable prosperity. Aaron has received recognition on the BC 500 list published by Business in Vancouver, which recognizes the most influential business leaders in B.C.

### Closing Session



**Irene McConckey** is Councillor in the district of North Saanich. Born and raised on Vancouver Island, Irene has a long history of involvement in the community. In North Saanich, she helped with community efforts to save the Loop Trails on Mount Newton and was the municipal liaison for the Dean Park Estates Community Association. Professionally, she has years of organizational experience with a major telecommunications provider. As Councillor, Irene is committed to open communication, transparency, and accountability. She is passionate about protecting the natural beauty and the rural character of North Saanich.

## Appendix C

### DISTRICT OF NORTH SAANICH NOTICE OF MOTION



**Meeting Date:** December 15, 2025

**From:** Mayor Peter Jones and Councillor Irene McConkey.

**Subject:** Notice of Motion - Conference on the Doughnut Economic framework

#### **Recommendation:**

The council approve the following, and direct staff to facilitate the process.

- i) **Endorse** the District of North Saanich to host a two-day **conference on Doughnut Economics (DE) Framework** in May, 2026, focused on its application to community planning, Food systems and community well-being.
- ii) **Approve** the formation of a **Conference Executive Committee** to guide program development, partnership building, logistics, and event delivery.
- iii) **Direct staff** to support the Conference Executive Committee in a scoped, time-limited manner.

#### **Motion:**

##### **A) Conference Purpose**

That Council endorse the District of North Saanich to host a focused two-day conference; (a) Support implementation of the District's OCP by developing localized DE indicators and data tools; (b) Strengthen regional collaboration among municipalities, researchers, planners, and community partners working with DE approaches; (c) Explore DE applications to food systems, community wellness, and age-friendly planning. Advance understanding and application of the Doughnut Economics (DE) Framework within municipal planning;

##### **B) Executive Committee**

That Council endorse the following conference Executive Committee:

- ⊖ **Chair:** Mayor Peter Jones,
- ⊖ **Co-Chair:**
  - ⊖ Councillor Irene McConkey
  - ⊖ CAO<sup>5</sup>: Stephanie Munro
- ⊖ **Program and Organization team:**
  - ⊖ **Director of Planning**<sup>5</sup>: Felice Mazzoni
  - ⊖ Councillor Sanjiv Shrivastava
- ⊖ **Subject matter experts** – external/(non-staff contributors)
- ⊖ **External Conference partners:**

<sup>5</sup> To be confirmed, subject to staffing capacity and work load, 2026]

**C) Executive Committee Mandate**

THAT the Executive Committee undertake the following:

- 1) Develop and deliver the conference program, including workshops and presentations.
- 2) Coordinate confirmed speakers and collaborators from the Doughnut Economics Action Lab (DEAL).
- 3) Conduct outreach to municipalities, academia, non-profits, and sector partners.
- 4) Identify sponsorships and external funding opportunities to offset costs.
- 5) Prepare and disseminate promotional materials and registration information.
- 6) Develop workshop materials supporting DE indicators, food-systems analysis, and age-friendly planning.
- 7) Establish a temporary conference webpage DE-DNS-Conf-2026 and associated email id for the conference - [DEConf2026@northsaanich.ca](mailto:DEConf2026@northsaanich.ca)

**D) Conference Dates:**

Two-day program: May 14–15, 2026 or May 21-22, 2026\* [\*Tentative dates]

**E) Key Planning Milestones:**

- 1) January 13, 2026 – Preliminary agenda published
- 2) February 6, 2026 – Call for contributions / Early registration
- 3) March 14, 2026 – Final speaker confirmation
- 4) April 1, 2026 – Registration deadline
- 5) May 4, 2026 – Final program release
- 6) May 14 - 15, 2026 – Conference

**F) Deliverables**

The conference will produce:

- a) A draft set of localized DE indicators supporting OCP implementation;
- b) A regional network of DE practitioners, municipalities, and academics;
- c) A post-conference summary report for Council (July/August 2026).

**G) Strategic Alignment**

The conference supports OCP implementation, DE indicator development, cross-municipal collaboration, and capacity-building in sustainability, food systems, and community well-being.

Respectfully submitted,

Mayor Peter Jones and Councillor Irene McConkey

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**SUBJECT TO ADOPTION**  
**Minutes of the Board of Variance**  
**District North Saanich - 1620 Mills Road**  
**Thursday, May 21, 2026, at 10:00 a.m.**

**PRESENT:** Chair B. Goodman  
 Members A. Burgoyne  
 B. Menzies

**ATTENDING:** Senior Planner T. Erickson  
 Planning Technician D. Clark  
 Recording Secretary S. Spittle  
 Recording Secretary H. Nunn

**1 CALL TO ORDER**

Chair B. Goodman called the Board of Variance meeting to order at 10:00 a.m.

**2 FIRST NATIONS TERRITORY ACKNOWLEDGEMENT**

Chair B. Goodman wishes to recognize and acknowledge the WSÁNEĆ people on whose traditional territory we live, we learn, and we do our work.

**3 INTRODUCTION OF LATE ITEMS**

There were no late Items presented.

**4 APPROVAL OF AGENDA**

MOVED BY: B. Goodman  
 SECONDED BY: B. Menzies

05- BOV The May 21, 2026, Board of Variance agenda was approved as circulated.

CARRIED UNANIMOUSLY

**5 ADOPTION OF MINUTES**

Draft minutes of the Board of Variance meeting held February 19, 2026.

MOVED BY: A. Burgoyne  
 SECONDED BY: B. Menzies

06- BOV That the draft minutes of the Board of Variance meeting held February 19, 2026, be adopted as circulated.

CARRIED UNANIMOUSLY

**6 APPLICATIONS**

**Lot 16, Section 16, Range 2 West, North Saanich District Plan 3577 - 847 Towner Park Road**

Applicant: Ryan Hoyt (Hoyt Design Co.)

The Applicant is requesting the following variances:

**Board of Variance**

2026-05-21

1. Section 502.2.3(d)(iv): To vary the minimum setback requirements from the eastern exterior side lot line from 7.6m (25 ft.) to 4.6m (15.09 ft.).

The Board discussed the following:

- Minimal impact
- Right of way
- Ocean setback
- Height
- Hardship
- Land survey presentation

MOVED BY: A. Burgoyne  
SECONDED BY: B. Menzies

- 07- BOV That the Board approve application BOV 2026-02, to vary the following sections of the Zoning Bylaw:
- a) Section 502.2.3(d)(iv): To vary the minimum setback requirements from the eastern exterior side lot line from 7.6m (25 ft.) to 4.6m (15.09 ft.)

CARRIED UNANIMOUSLY

**7 ADJOURNMENT**

The May 21, 2026, Board of Variance meeting adjourned at 10:08 a.m.

CERTIFIED CORRECT

APPROVED AND CONFIRMED

\_\_\_\_\_  
Deputy Corporate Officer

\_\_\_\_\_  
Chair

\_\_\_\_\_

**Minutes of the Saanich Peninsula Accessibility Advisory Committee  
District North Saanich - 1620 Mills Road  
Thursday, May 28, 2026, at 10:00 a.m.**

<b>PRESENT:</b>	Vice Chair	C. Froom P. DiBattista T. O'Keeffe G. Newton J. Biagioni J. Van Es
<b>ABSENT:</b>	Chair	L. York C. Love C. Tremblay S. Meikle R. Welland
<b>ATTENDING:</b>	Staff Liaison Sidney Community Planner Central Saanich Senior Engineering Technologist North Saanich Recording Secretary Recording Secretary	C. Newcomb N. Rashidianfar D. Penney H. Nunn S. Spittle

**1     CALL TO ORDER**

Vice Chair, C. Froom, called the Saanich Peninsula Accessibility Advisory Committee meeting to order at 10:00 a.m.

**2     FIRST NATIONS TERRITORY ACKNOWLEDGEMENT**

Vice Chair, C. Froom acknowledged with respect the W̱SÁNEĆ people on whose traditional territory the District stands and the W̱SÁNEĆ people whose historical relationships with the land continue to this day.

**3     INTRODUCTION OF LATE ITEMS**

Late items for Committee consideration meet the requirements of either pertaining to an existing agenda item or are of a time sensitive nature.

The following late items were presented to the Committee:

Add as:

Item No. 9(d) - OTHER ITEMS

- Brain Injury Awareness Month

Item No. 9 (e) - OTHER ITEMS

- Shoal Community Centre Accessibility Awareness Month

**4     APPROVAL OF AGENDA**

MOVED BY: J. Biagioni  
 SECONDED BY: Councillor DiBattista

19- SPAAC That the May 28, 2026, Saanich Peninsula Accessibility Advisory Committee agenda be approved, with the inclusion of the late items, and further, that the agenda be renumbered accordingly.

CARRIED UNANIMOUSLY

## **5 ADOPTION OF MINUTES**

Minutes of the April 23, 2026, Saanich Peninsula Accessibility Advisory Committee Meeting.

It was noted the following amendments be made to the minutes:

- In Item No. 5(b) remove the wording Agriculture and Food Security Advisory Committee and replace with Saanich Peninsula Accessibility Advisory Committee.
- In Item No. 11 add the following bullet for information "Letter from Ms. Fallot expressing concern about the misalignment of the tactile pads at Highway 17 and Beacon Avenue. They pose a safety hazard as the lines currently direct visually impaired individuals into the middle of the intersection. C. Newcomb from Town of Sidney advised that Engineering staff at Town of Sidney have discussed this with Ministry of Transportation and Transit and believes the changes are being made. The Saanich Peninsula Accessibility Advisory Committee determined no further action required."

MOVED BY: Councillor DiBattista  
 SECONDED BY: J Van Es

20- SPAAC That the minutes of the Saanich Peninsula Accessibility Advisory Committee meeting held April 23, 2026, be adopted as amended.

CARRIED UNANIMOUSLY

## **6 ACCESSIBILITY PLAN UPDATES**

Recommendations to Council Tracking Sheet, for information.

The Committee received the Council Tracking Sheet for information.

## **7 COUNCIL LIAISON UPDATE**

**a)** Councillor Newton - District of Central Saanich

Councillor Newton provided a verbal update highlighting the following:

- Development Permit Guidelines

**b)** Councillor O'Keeffe - Town of Sidney

Councillor O'Keeffe provided a verbal update highlighting the following:

- Tactile walking pads at Highway 17 and Beacon Avenue, Sidney
- Suggestion to send a letter to the B.C. Ministry of Transportation and Transit (MOTI)
- Changing places washrooms

- c) Councillor DiBattista - District of North Saanich

Councillor DiBattista provided a verbal update and responded to questions from the Committee highlighting the following:

- Senior Loneliness Centre
- Quality of Life and Age-Friendly Working Group
- District of North Saanich Advisory Committees, proposed Terms of Reference amendments
- SPAAC Host Municipality Change Over to Sidney

## 8 **STAFF LIAISON UPDATE**

- a) J. Matanowitsch - Staff Liaison - District of Central Saanich

N. Rashidianfar, Community Planner, District of Central Saanich, on behalf of Staff Liaison, J. Matanowitsch, District of Central Saanich, provided a verbal update highlighting the following:

- Development Permit Areas (DPA) Design Guideline - Accessibility

- b) C. Newcomb - Staff Liaison - Town of Sidney

Staff Liaison C. Newcomb, Town of Sidney, provided a verbal update highlighting the following:

- Accessibility Plan
- National AccessAbility Week

- c) F. Mazzoni - Staff Liaison - District of North Saanich

D. Penney, Senior Engineering Technologist, on behalf of Staff Liaison F. Mazzoni, District of North Saanich, provided a verbal update highlighting the following:

- Accessibility Plan

## 9 **OTHER ITEMS**

- a) **District of Central Saanich Development Permit Guidelines**

N. Rashidianfar, Community Planner, District of Central Saanich

N. Rashidianfar, District of Central Saanich, responded to questions from the Committee and provided a verbal update highlighting the following:

- Accessibility
- Positive feedback
- Presentation distributed to staff
- BC Building Code (BCBC)
- Development Permit Area (DPA)
- Public access
- Municipal coordination
- Official Community Plan (OCP)
- Land use designation
- Accessibility parking regulation
- Central Saanich Traffic Bylaw in progress

- b) **Verbal Report from C. Froom, Vice Chair, SPAAC.**

-TownePlace Suites by Marriott, Grand Opening & Accessibility features

-Victoria International Airport Accessibility Update

**Saanich Peninsula Accessibility Advisory Committee**

2026-05-28

C. Froom, Vice Chair, SPAAC, provided a verbal update highlighting the following:

- Grand opening at TownePlace Suites
- Accessibility concerns raised
- Accessibility features
- TownePlace is on Federal Land and therefore Town of Sidney has no jurisdiction and zoning bylaws do not apply
- Communication and engagement with Federal Government regarding Municipal Government standards
- Accessibility features at Victoria International Airport (YYJ)
- C. Froom Attended Victoria Airport Authority's meeting

**MAIN MOTION:**

MOVED BY: Councillor O'Keeffe

SECONDED BY: J. Biagioni

- 21- SPAAC That the Saanich Peninsula Accessibility Advisory Committee recommends that the Town of Sidney communicate with the Victoria Airport Authority regarding accessibility concerns raised by the Saanich Peninsula Accessibility Advisory Committee.

CARRIED UNANIMOUSLY

**AMENDMENT MOTION:**

MOVED BY: Councillor Newton

SECONDED BY: Councillor DiBattista

- 22- SPAAC That the Main Motion be amended by including the Town of Sidney, District of North Saanich, and the District of Central Saanich.

CARRIED UNANIMOUSLY

A vote was called on the Main Motion as amended and declared CARRIED UNANIMOUSLY.

c)

**Accessible Parking Updates**

- Additional on-street parking, Town of Sidney

The Committee discussion highlighting the following:

- Accessible parking, Town of Sidney
- Minimizing curb drops, utilizing existing property driveways
- Parking space suggestions near Bevan Avenue and Fifth Street
- Private Property Accessibly Parking Signage
- Accessibly parking awareness

MOVED BY: Councillor O'Keeffe

SECONDED BY: Councillor Newton

- 23- SPAAC That the Saanich Peninsula Accessibility Advisory Committee recommend to the Town of Sidney, District of North Saanich, and District of Central Saanich that, during Accessible Parking

Awareness Month in November, staff undertake an information campaign directed to the business community regarding best practices for accessible parking.

CARRIED UNANIMOUSLY

**d) Brain Injury Awareness Month (Late Item)**

J. Biagioni provided a verbal update highlighting the following:

- Brain Injury Awareness Month, June 2026
- Victoria Brain Injury Society

**e) Shoal Centre Access Awareness Day + Expo (Late Item)**

J. Van Es provided a verbal update highlighting the following:

- June 1, 2026
- Speakers
- The Social Planning and Research Council of B.C. (SPARC BC)
- Beacon Community Services

**10 ADJOURNMENT**

MOVED BY: Councillor DiBattista  
SECONDED BY: Councillor O'Keeffe

24- SPAAC That the May 28, 2026, Saanich Peninsula Accessibility Advisory Committee meeting be adjourned at 11:06 a.m.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT

APPROVED AND CONFIRMED

\_\_\_\_\_  
Deputy Corporate Officer

\_\_\_\_\_  
Chair





## DISTRICT OF NORTH SAANICH

### BYLAW NO. 1589

#### A BYLAW TO PROVIDE FOR THE ENFORCEMENT OF BYLAWS BY BYLAW NOTICE ENFORCEMENT

**WHEREAS**, in accordance with section 260 of the *Community Charter*, local governments are granted the authority to establish bylaws for the purpose of enforcing their bylaws,

**AND WHEREAS**, the *Local Government Bylaw Notice Enforcement Act*, S.B.C. 2003, c. 60, as amended (the "Act"), provides that a local government may deal with the contravention of a bylaw-by-by-law notice,

**NOW THEREFORE** the Council of the District of North Saanich, in open meeting assembled, enacts as follows:

#### 1. CITATION

- 1.1 This Bylaw may be known and cited for all purposes as the District of North Saanich "Bylaw Notice Enforcement Bylaw No.1589, 2026".

#### 2. DEFINITIONS

- 2.1 In this Bylaw:

**Act** means the *Local Government Bylaw Notice Enforcement Act*;

**Bylaw Notice** means a notice issued under this Bylaw in accordance with the *Local Government Bylaw Notice Enforcement Act*.

**Compliance Agreement** means a compliance agreement that a screening officer may be authorized to enter into by a bylaw under section 2 (3) (b) [*application of Act*];

**District** means the District of North Saanich

**Early Payment Reduced Amount** means the reduced penalty amount set out in Column 4 of Schedule C that is payable if payment is made within 14 days after receipt of the Bylaw Notice.

**Late Payment Penalty** means the additional amount set out in Column 5 of Schedule C that is payable where the Penalty is not paid within 28 days after the person received or is deemed to have received the Bylaw Notice.

**Penalty** means the base penalty amount set out in Column 3 of Schedule C for a contravention.

**Registry** means the District of North Saanich Bylaw Notice Adjudication Registry established by this Bylaw.

**3. TERMS**

3.1 The terms in this Bylaw have the same meaning as the terms defined in the Act.

**4. BYLAW CONTRAVENTIONS**

4.1 The bylaws and bylaw contraventions designated in Schedule C as attached hereto and forming part of this Bylaw may be dealt with bylaw notice under the *Local Government Bylaw Notice Enforcement Act*; or

4.2 The bylaws listed in Schedule C to this bylaw may be enforced by means of Municipal Ticket Information under Section 260 of the *Community Charter* at the discretion of the District.

4.3 The persons appointed to the job positions or titles listed in Section 10 of this bylaw are designated as bylaw enforcement officers pursuant to Section 264(1.b) of the *Community Charter* for the purpose of enforcing the bylaws listed in Schedule C.

**5. OFFENCE AND PENALTY**

5.1 The words or expressions set forth in column 1, Description, of Schedule C to this bylaw designate the offence committed under the bylaw section number appearing in column 2.

5.2 The amounts appearing in column 3, *Penalty*, of Schedule C to this bylaw are the fines set pursuant to Part 2 Section 6 of the Act for the corresponding offences designated in column 1, Description.

5.3 The penalty for a contravention referred to in Schedule C shall be as follows:

a. The Early Reduced Payment amount set out in Column 4 of Schedule C, if payment is received by the District within 14 days of the person receiving, or being presumed to have received, the bylaw notice;

b. The Penalty amount set out in Column 3 of Schedule C, if payment is received by the District after 14 days but no later than 28 days from the person receiving, or being presumed to have received, the bylaw notice.

c. The Late Payment Penalty amount set out in Column 5 of Schedule C, if payment is received by the District more than 28 days after the person receiving, or being presumed to have received, the bylaw notice.

**6. PERIOD FOR PAYING OR DISPUTING A NOTICE**

6.1 A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw notice:

a. pay the penalty; or

- b. request dispute adjudication, by filling in the appropriate portion of the bylaw notice indicating either a payment or a dispute and delivering it, either in person during regular office hours, by mail, or by email to the District 's Municipal Hall, 2016 Mills Road, North Saanich BC, V8L 5S9.
- 6.2 A person may pay the indicated penalty later than 14 days after receiving the bylaw notice, but the bylaw notice may no longer be disputed after 14 days of receipt. If payment is made after 28 days of receiving the bylaw notice, a surcharge for late payment will apply, in accordance with Section 5.3.c.
- 6.3 Where a person was not served personally with a bylaw notice and advises the District, in accordance with the requirements of Section 25 of the Act, that they did not receive a copy of the original bylaw notice, the time limits for responding to a bylaw notice under Section 5.3 of this Bylaw do not begin to run until a copy of the bylaw notice is delivered to them in accordance with the Act.

#### **7. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY**

- 7.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to bylaw notices., located at the District 's Municipal Hall, 2016 Mills Road, North Saanich BC, V8L 5S9.
- 7.2 Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice under the dispute adjudication system established under subsection 7.1 must pay the District an additional fee of \$25 for the purpose of the District recovering partial costs of administration of the bylaw notice dispute adjudication system.

#### **8. SCREENING OFFICERS**

- 8.1 The position of screening officer is hereby established.
- 8.2 The positions designated as Screening Officers are listed in Schedule B, attached to and forming part of this Bylaw. The District reserves the right to assign a Screening Officer based on familiarity with the subject matter of the infraction.

#### **9. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

- 9.1 The powers, duties and functions of screening officers are set out in the Act and include the following:
- a. Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute adjudication system, and the fee or fees payable in relation to the bylaw notice dispute adjudication system;

- b. To communicate with any or all of the following for the purpose of performing their functions under this Bylaw or the Act:
    - i. the person against whom a contravention is alleged or their representative;
    - ii. the officer issuing the bylaw notice;
    - iii. the complainant or their representative;
    - iv. the District's staff, including a review of the District's records, regarding the disputant's history of bylaw compliance.
  - c. To negotiate and enter into a compliance agreement substantially in the format as set out in Schedule A of this Bylaw.
  - d. To reduce fines or cancel bylaw notices in accordance with the Act or District policies and guidelines.
- 9.2 The maximum term of a compliance agreement is one (1) year.

#### **10. BYLAW OFFICERS**

- 10.1. Persons acting as any of the following are hereby designated as bylaw enforcement officers for the purposes of this Bylaw and the Act:
- a. Members of the Royal Canadian Mounted Police; and
  - b. Bylaw Enforcement Officers, Building Officials, Animal Control Officers, Fire Chief, Fire Inspectors or other persons acting in another capacity on behalf of the District for the purpose of enforcement of one or more of its bylaws.
- 10.2 Bylaw Enforcement Officers, in accordance with *section 16 of the Community Charter (SBC 2003)*, or pursuant to any other enactment, may, at reasonable times enter on property to determine whether this Bylaw is being complied with, to investigate a suspected contravention, or to serve a notice or document related to this Bylaw.

#### **11. ESTABLISHMENT OF FORMS**

- 11.1. The District may from time to time establish the form or forms of the bylaw notice, provided the notice complies with Section 4 of the Act.

#### **12. SEVERABILITY**

- 12.1. If any portion of this Bylaw is held to be invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed to have been adopted with the severed section, subsection, paragraph, subparagraph, clause or phrase, and such invalidity shall not affect the validity of the remaining portions of this Bylaw.

Bylaw No. 1589

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READ A FIRST TIME the 27<sup>th</sup> day of April, 2026

READ A SECOND TIME the 27<sup>th</sup> day of April, 2026

READ A THIRD TIME the 25<sup>th</sup> day of May, 2026

FINALLY ADOPTED the \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE A**

**Compliance Agreement**

**Pursuant to North Saanich Bylaw Notice Enforcement Bylaw. 1589, 2026**

I, **(Name)** \_\_\_\_\_, of **(Address)** \_\_\_\_\_, acknowledge receipt of Bylaw Notice(s) \_\_\_\_\_, and in accordance with *Act 11(1)*, I accept liability for the contravention(s) set out in the notice(s) and agree to enter into this Compliance Agreement.

In consideration of the conditions outlined below, and in exchange for a reduced penalty as determined at the discretion of the District of North Saanich Screening Officer, I agree to comply with and fulfill the terms of this agreement.

Specifically, I agree to pay the reduced penalty of \$\_\_\_\_\_ on or before\_\_\_\_\_. I further agree to comply with the following terms and conditions of this Agreement.

1. On or before \_\_\_\_\_ I will; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and;

2. On or before \_\_\_\_\_ I will; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that this agreement is binding for the period of \_\_\_\_\_ one year from the date of this agreement.

I understand and agree that nothing in this Compliance Agreement limits or restricts the District of North Saanich from pursuing any other enforcement remedies available at law, including but not limited to prosecution, municipal ticketing, bylaw notice adjudication, injunctive relief, or remedial action, in the event of non-compliance with this Agreement or continued contravention of the applicable bylaw.

I also understand that if I breach a term of this agreement, fail to perform the above terms and conditions, or continue in contravention of the applicable bylaw, the Director of Planning and Community Services may rescind this agreement without further notice.

I understand that if this agreement is rescinded, I will have 14 days to dispute the Directors decision, and that if I do not dispute the decision within that time, the full penalty stated in the Bylaw Notice of \$\_\_\_\_\_ will be immediately due and subject to all fees and penalties as if the Bylaw notice was not disputed.

\_\_\_\_\_  
Signature of Bylaw Notice Recipient

\_\_\_\_\_  
Signature of Director of Planning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SCHEDULE B****Screening Officers**

The persons acting in the following positions are appointed as screening officers in accordance with Section 8 of this Bylaw:

1. Manager of Building Inspection and Bylaw Compliance
2. Director of Planning and Community Services
3. Director of Infrastructure Services
4. Director of Finance
5. North Saanich Fire Chief

**SCHEDULE C**  
**Designated Bylaw Contraventions and Penalties**

**SCHEDULE C.i**

**“District of North Saanich Animal Control Bylaw No. 751, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
More than three cats	2.1	\$100.00	\$50.00	\$150.00
Keep or harbour unsterilized cat on property	2.2	\$130.00	\$100.00	\$180.00
Operate cat breeding or boarding facility without license	2.6	\$130.00	\$100.00	\$180.00
More than three dogs	3.1	\$100.00	\$50.00	\$150.00
Operate a dog breeding or boarding facility without a license	3.3	\$130.00	\$100.00	\$180.00
Unlicensed dog	4.1	\$130.00	\$100.00	\$180.00
Keep or harbour farm animal on property less than 4000 square metres	5.1	\$130.00	\$100.00	\$180.00
Keep or harbour an equine on land less than 3400 square metres	5.2	\$130.00	\$100.00	\$180.00
Keep or harbour farm animal on incorrectly zoned land	5.3	\$130.00	\$100.00	\$180.00
Permitting rodents to run at large	6.1(a)	\$100.00	\$50.00	\$150.00
Keep rodents in buildings or structures that fail to have minimum clearance from property lines	6.1(b)	\$100.00	\$50.00	\$150.00
Raising fur-bearing animals	7.1	\$100.00	\$50.00	\$150.00
Keep more head of poultry than permitted	9.1	\$100.00	\$50.00	\$150.00

Keep a rooster on residentially zoned property	9.4	\$100.00	\$50.00	\$150.00
Keep or harbour poultry on land in prohibited zones	9.2	\$130.00	\$100.00	\$180.00
Permit animal to run at large	17.1(a)	\$130.00	\$100.00	\$180.00
Barking dog	17.4(a)	\$100.00	\$50.00	\$150.00
Horse on beach between May 1 <sup>st</sup> and September 30 <sup>th</sup>	17.7	\$100.00	\$50.00	\$150.00

**SCHEDULE C.ii**

**“District of North Saanich Blasting Bylaw No. 1440, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Blasting without permit	3(a)	\$500.00	\$350.00	\$500.00
Blasting outside prescribed hours of the Permit	3(b)	\$260.00	\$200.00	\$310.00
Any blasting in variance with the description, plans, specifications of the work	3(c)	\$260.00	\$200.00	\$310.00
Blasting with an expired permit	6	\$260.00	\$200.00	\$310.00
Blasting without a valid permit	7	\$500.00	\$350.00	\$500.00
Interfere or obstruct an Inspector	8	\$500.00	\$350.00	\$500.00
Blasting with a revoked permit	9(c)	\$260.00	\$200.00	\$310.00
Blasting when a Stop Work Order has been placed on the work site	9(d)	\$500.00	\$350.00	\$500.00

**SCHEDULE C.iii**

**“District of North Saanich Building and Plumbing Bylaw No. 1150, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Cause, allow or permit building or structure without valid building permit	2.2.1	\$500.00	\$400.00	\$500.00
Move a building without a permit	2.2.2	\$500.00	\$350.00	\$500.00
Construct or demolish structure or building without valid permit	2.2.3	\$500.00	\$400.00	\$500.00
Tamper with any notice	2.5(a)	\$300.00	\$250.00	\$350.00
Do any work in variance with description, plans or specifications for building, structure, work or thing under permit	2.5(b)	\$390.00	\$300.00	\$440.00
Interfere or obstruct a Building Inspector	2.5(c)	\$500.00	\$350.00	\$500.00
Alter drawings or specifications	2.5(d)	\$195.00	\$150.00	\$245.00
Submit false or misleading information	2.5(e)	\$195.00	\$150.00	\$245.00
Repair building damaged greater than 75%	2.5(f)	\$500.00	\$350.00	\$500.00
Occupy or permit occupancy without approval	2.5(g)	\$300.00	\$250.00	\$350.00
Fail to post address	2.5(h)	\$130.00	\$100.00	\$180.00
Work after a Stop Work Order posted	13.3.2	\$500.00	\$350.00	\$500.00
Occupy a building after a Do Not Occupy notice has been posted.	13.3.5	\$500.00	\$350.00	\$500.00
Removal of Stop Work Order or Do Not Occupy Notice	13.3.7	\$260.00	\$200.00	\$310.00

**SCHEDULE C.iv**

**“District of North Saanich Business License Bylaw No. 1349, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
No business license	4	\$500.00	\$350.00	\$500.00
Fail to display license	29	\$130.00	\$100.00	\$180.00
Operate business on municipal sidewalks or boulevards	30	\$130.00	\$100.00	\$180.00
Obstruct License Inspector	31	\$500.00	\$350.00	\$500.00
Fail to produce license	32	\$130.00	\$100.00	\$180.00

**SCHEDULE C.v**

**“District of North Saanich Drainage Protection Bylaw No. 41, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Obstructing or impeding the flow of any stream, creek, waterway, watercourse, waterworks, ditch, drain or sewer	4	\$200.00	\$150.00	\$250.00

**SCHEDULE C.vi**

**“District of North Saanich Fire Prevention and Regulation Bylaw No. 1508, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Obstruction of Fire Chief or police officer	5.2	\$500.00	\$350.00	\$500.00
Hindrance of fire personnel at a fire	5.2	\$500.00	\$350.00	\$500.00
Fail to comply with demand for water or to assist in fire suppression	5.12	\$260.00	\$200.00	\$310.00

Making or circulating a false alarm	7.1	\$195.00	\$150.00	\$245.00
Interfere with access to a fire hydrant	5.12	\$260.00	\$200.00	\$310.00
Fail to secure vacant or fire damaged building	5.13	\$390.00	\$270.00	\$440.00
Fail to display address sign	5.14	\$200.00	\$140.00	\$250.00
Accumulation of combustible material creating undue fire hazard	5.5	\$200.00	\$140.00	\$250.00
Operate without Fire Safety Plan	5.15	\$390.00	\$270.00	\$440.00
Fail to comply with an order	8.1	\$500.00	\$350.00	\$500.00
Contravene of a written Order by the Fire Chief	8.5	\$500.00	\$350.00	\$500.00

**SCHEDULE C.vii****“District of North Saanich Fireworks Regulation Bylaw No. 1148, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Sell, Offer, Trade or Dispose to any person	3.1	\$195.00	\$150.00	\$245.00
Store, Hold, Possess, Setoff/ Fire Fireworks Without Permit	3.2 3.4	\$195.00	\$150.00	\$245.00
Store, Hold, Possess, Setoff/ Fire Fireworks in Contravention of a Permit	3.3 3.5	\$195.00	\$150.00	\$245.00
Fire/Setoff Fireworks When Prohibited	5.3	\$195.00	\$150.00	\$245.00
Setoff/Discharge/Explode Fireworks In Public Place	3.6	\$195.00	\$150.00	\$245.00
Setoff/Discharge Firecrackers	3.7	\$130.00	\$100.00	\$180.00
Person under 18 years old exploding fireworks	5.1	\$130.00	\$100.00	\$180.00

**SCHEDULE C.viii**

**District of North Saanich "Inter-Community Business License Bylaw No. 1474, as amended from time to time"**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Misleading information on application	5b	\$260.00	\$200.00	\$315.00
Failure to provide a copy of a business licence	7a	\$260.00	\$200.00	\$315.00

**SCHEDULE C.ix**

**"District of North Saanich North Saanich Noise and Light Bylaw No. 1383, as amended from time to time"**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Noise which disturbs others	6.1	\$390.00	\$300.00	\$440.00
Permitting a noise that disturbs others	6.2	\$390.00	\$300.00	\$440.00
Disturbing noise of a commercial enterprise	7	\$390.00	\$300.00	\$440.00
Allow an animal or bird to disturb others	8	\$390.00	\$300.00	\$440.00
Amplified sound that disturbs the others	9	\$390.00	\$300.00	\$440.00
Outdoor Light that disturbs others	10	\$390.00	\$300.00	\$440.00
Operate Heat Pump over 45 decibels	11.1	\$390.00	\$300.00	\$440.00
Operate Heat Pump that disturbs others	11.2	\$390.00	\$300.00	\$440.00
Construction outside of permitted time period	12	\$390.00	\$300.00	\$440.00
Noisy operation of a vehicle	13.1	\$390.00	\$300.00	\$440.00
Vehicle noise which disturbs others	13.2	\$390.00	\$300.00	\$440.00

**SCHEDULE C.x**

**“District of North Saanich Official Community Plan Bylaw No. 1587, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Development within a Development Permit Area without a required Development Permit.	5.10	\$500.00	\$350.00	\$500.00

**SCHEDULE C.xi**

**“District of North Saanich North Saanich Open Burning Bylaw No. 1502, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Burning outside authorized times	6.1(a)	\$200.00	\$140.00	\$250.00
Lighting, igniting or maintaining a fire in the open air without a permit	4.1	\$130.00	\$100.00	\$180.00
Burning within a banned area	6.3	\$130.00	\$100.00	\$180.00
Burning without meeting permit conditions	6.1	\$130.00	\$100.00	\$180.00
Failure to supervise burning	6.2(a)	\$130.00	\$100.00	\$180.00
Burning prohibited materials	6.1(d)	\$390.00	\$200.00	\$440.00
Creating excessive smoke	6.1(e)	\$130.00	\$100.00	\$180.00
Fail to comply with Fire Ban	7.1	\$500.00	\$350.00	\$500.00

**SCHEDULE C.xii**

**“District of North Saanich Parks Bylaw No. 1470, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Damage to Vegetation	5(a)(i)	\$260.00	\$200.00	\$310.00
Damage to Structure	5(a)(ii)	\$195.00	\$150.00	\$245.00

Pollute Fountain, Pond or Natural Body of Water	5(b)	\$130.00	\$100.00	\$180.00
Paint or Otherwise Deface Wall, Fence, Rock, Tree or Structure	5(c)	\$195.00	\$150.00	\$245.00
Paint or Otherwise Deface Lawfully Posted Sign	5(d)	\$130.00	\$100.00	\$180.00
Dispose of Household, Yard or Commercial Waste	5(e)	\$130.00	\$100.00	\$180.00
Failure to Dispose of Waste in Garbage Receptacle	6	\$260.00	\$200.00	\$310.00
Disturb, Frighten, Injure, Trap or Snare any Bird, Animal, or Fish	8	\$65.00	\$50.00	\$115.00
Light, Ignite or Maintain a Fire without a Permit	10	\$130.00	\$100.00	\$180.00
Disorderly or Offensive Conduct	11	\$100.00	\$75.00	\$150.00
Obstruct Use of Park by Causing Noise, Vibration, Odour, Dust or Illumination	12	\$100.00	\$75.00	\$150.00
Operate Electronic Equipment, Instruments without Permission of Director	13	\$100.00	\$75.00	\$150.00
Operate a Vehicle other than on Roadway	14	\$100.00	\$75.00	\$150.00
Explode Firework or Combustible Material or Use Firearm	16	\$130.00	\$100.00	\$180.00
Possess, Distribute, Sell or Consume Alcohol without Authorization of Director	18	\$100.00	\$75.00	\$150.00
Undertake Commercial Activities without Authorization of Director	19	\$100.00	\$75.00	\$150.00
Erect, Construct or Build a Tent, Building, or Structure Without Permission of Council	20	\$100.00	\$75.00	\$150.00
Non-compliant erection of temporary overnight shelter	22	\$100.00	\$75.00	\$150.00

**SCHEDULE C.xiii****“District of North Saanich Security Alarm Systems Bylaw No.1240, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Install or place security system without permit	3	\$260.00	\$200.00	\$315.00
Alarm system that generates sound for over five minutes	8	\$130.00	\$100.00	\$160.00
Four or more false alarms within 24-hour period	9	\$130.00	\$100.00	\$160.00
Five or more false alarms within 12-month period	12	\$100.00	\$80.00	\$120.00

**SCHEDULE C.xiv****“District of North Saanich North Saanich Sign Bylaw No. 1489, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Sign Erected without Permit	4.1	\$130.00	\$100.00	\$180.00
Affix sign to any tree, telegraph pole, electric light pole or fence	2.3	\$130.00	\$100.00	\$180.00
Sign in unsafe condition	8.1	\$195.00	\$150.00	\$245.00
Sign placed or erected in contravention of Bylaw	8.1	\$130.00	\$100.00	\$180.00
Sign placed or maintained on, within or above any road allowance or municipal property	3.3	\$130.00	\$100.00	\$180.00
Erect prohibited sign	2.1	\$195.00	\$150.00	\$245.00

**SCHEDULE C.xv****“District of North Saanich Municipal Streets and Traffic Bylaw No. 1013, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Disobey Directions of Fire Department	2.2	\$150.00	\$100.00	\$210.00
Disobey School Patrol	2.3	\$150.00	\$100.00	\$210.00
Obstruct Highway Without Permit	2.6	\$150.00	\$100.00	\$210.00
Fail to Remove Snow or Ice	2.8	\$150.00	\$100.00	\$210.00
Place Snow or Ice on Roadway	2.9	\$150.00	\$100.00	\$210.00
Disobey Traffic Control Device	3.3	\$150.00	\$100.00	\$210.00
Disobey Traffic Signs	3.6	\$150.00	\$100.00	\$210.00
Breach or Interfere with Traffic Barrier	3.8	\$150.00	\$100.00	\$210.00
Stop on Sidewalk	4.1(a)	\$150.00	\$100.00	\$210.00
Stop within Intersection	4.1(b)	\$150.00	\$100.00	\$210.00
Stop Near Intersecting Street	4.1(c)	\$150.00	\$100.00	\$210.00
Stop Near Lane	4.1(d)	\$150.00	\$100.00	\$210.00
Stop a vehicle within 3.0 metres of a Driveway;	4.1(e)	\$150.00	\$100.00	\$210.00
Stop Near Traffic Control Signal	4.1(f)	\$150.00	\$100.00	\$210.00
Obstruct Traffic	4.1(g)	\$150.00	\$100.00	\$210.00
Stop in Contravention of Traffic Control Device	4.1(h)	\$150.00	\$100.00	\$210.00
Stop in Lane	4.1(i)	\$150.00	\$100.00	\$210.00
Stop Near Fire Hydrant	4.1(j)	\$150.00	\$100.00	\$210.00
Obstruct Visibility of Traffic Control Device	4.1(k)	\$150.00	\$100.00	\$210.00
Park over 24 Hours	4.1(l)	\$150.00	\$100.00	\$210.00

Stop Beside Centre Median	4.1(m)	\$150.00	\$100.00	\$210.00
Double Park Vehicle	4.1(n)	\$150.00	\$100.00	\$210.00
Stop Alongside Highway Excavation	4.1(o)	\$150.00	\$100.00	\$210.00
Stop Over Time in Loading Zone	4.1(p)	\$150.00	\$100.00	\$210.00
Park in Loading Zone	4.1(q)	\$150.00	\$100.00	\$210.00
Stop in Reserved Area	4.1(r)	\$150.00	\$100.00	\$210.00
Stop Near Cycle Parking	4.1(s)	\$150.00	\$100.00	\$210.00
Fail to Display Valid Pass	4.1(t)	\$150.00	\$100.00	\$210.00
Fail to Display Valid Plates	4.1(u)	\$150.00	\$100.00	\$210.00
Park in Public Park or School Ground	4.1(v)	\$150.00	\$100.00	\$210.00
Park in Reserved Area	4.1(w)	\$150.00	\$100.00	\$210.00
Fail to Parallel Park	4.2(a)	\$150.00	\$100.00	\$210.00
Park Too Close to Another Vehicle	4.2(c)	\$150.00	\$100.00	\$210.00
Park Too Far from Curb	4.2(d)	\$150.00	\$100.00	\$210.00
Improper Angle Parking	4.3(a)	\$150.00	\$100.00	\$210.00
Load Extending into Roadway	4.3(c)	\$150.00	\$100.00	\$210.00
Park in Prohibited Area	4.4	\$150.00	\$100.00	\$210.00
Stop in Disabled Zone	4.5	\$150.00	\$100.00	\$210.00

**SCHEDULE C.xvi**

**District of North Saanich Tree Protection By-Law No. 1548 (2022), as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Fail to obtain a Tree Permit to Cut, Damage or Remove a Tree, other than a Protected Tree or Significant Tree	3.1	\$500.00	\$390.00	\$500.00

Fail to obtain a Tree Permit to Cut, Damage or Remove a Protected Tree	3.1	\$500.00	\$390.00	\$500.00
Fail to obtain a Tree Permit to Cut, Damage or Remove a Significant Tree	3.1	\$500.00	\$390.00	\$500.00
Cut, Damage or Remove a Tree, other than a Protected Tree or Significant Tree, in conflict with Tree Permit	3.1	\$500.00	\$390.00	\$500.00
Cut, Damage or Remove a Protected Tree in conflict with Tree Permit	3.1	\$500.00	\$390.00	\$500.00
Cut, Damage or Remove a Significant Tree in conflict with Tree Permit	3.1	\$500.00	\$390.00	\$500.00
Cut, Damage or Remove a Protected Tree in conflict with the Bylaw	3.2	\$500.00	\$390.00	\$500.00
Cut, Damage or Remove a Significant Tree in conflict with the Bylaw	3.2	\$500.00	\$390.00	\$500.00
Cut, Damage or Remove a Tree, other than a Protected Tree or Significant Tree, in conflict with the Bylaw	3.2	\$500.00	\$390.00	\$500.00
Removal of Tree before Director's determination	5.1	\$300.00	\$235.00	\$350.00
Determination by Director that Tree, other than a Protected Tree or Significant Tree, not an imminent danger	5.1	\$500.00	\$390.00	\$500.00
Determination by Director that Protected Tree not an imminent danger	5.1	\$500.00	\$390.00	\$500.00
Determination by Director that Significant Tree, not an imminent danger	5.1	\$500.00	\$390.00	\$500.00
Alter/falsify/ misrepresent information on Tree Permit or application	15.1	\$300.00	\$235.00	\$350.00
Fail to post Tree Permit	10.1(a)	\$150.00	\$117.00	\$200.00
Fail to install or maintain tree protection fencing	10.3(a)	\$500.00	\$390.00	\$500.00

Fail to do mitigation work when required	10.7(a)	\$500.00	\$390.00	\$500.00
Fail to maintain tree protection fencing throughout as required	10.10	\$500.00	\$390.00	\$500.00
Fail to plant a Replacement Tree	12.1	\$500.00	\$390.00	\$500.00
Prevent/obstruct inspection	13.2	\$500.00	\$390.00	\$500.00
Fail to immediately Stop Work	13.3	\$500.00	\$390.00	\$500.00
Disobey a Stop Work Order	13.4	\$500.00	\$390.00	\$500.00

**SCHEDULE C.xvii**

**“District of North Saanich Unsightly Premises Bylaw No. 1400, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Allow or permit property to become or remain untidy	2	\$130.00	\$100.00	\$180.00
Unlawful storage of vehicle	2(a)	\$130.00	\$100.00	\$180.00
Accumulation of trash or discarded materials	2(b)	\$130.00	\$100.00	\$180.00
Unenclosed storage of furniture, appliances and other household, commercial or industrial items	2(c)	\$130.00	\$100.00	\$180.00
Cause, allow or permit the presence of graffiti	2(d)	\$130.00	\$100.00	\$180.00
Accumulation of garbage not in covered receptacle	2(e)	\$130.00	\$100.00	\$180.00
Accumulation of building material	2(f)	\$130.00	\$100.00	\$180.00
Allow structure without covering or surfacing material without Building Permit	2(g)	\$130.00	\$100.00	\$180.00
Obstruct Bylaw Officer	6	\$500.00	\$350.00	\$500.00

**SCHEDULE C.xviii**  
**“District of North Saanich Zoning Bylaw No. 1255, as amended from time to time”**

Description	Section	Penalty	Early Reduced Payment	Late Payment Penalty
Use not permitted	107	\$500.00	\$350.00	\$500.00
Unlawful home occupation	203	\$130.00	\$100.00	\$180.00
Secondary Suite not permitted use	206.1.1(a)	\$500.00	\$350.00	\$500.00
Secondary Suite not permitted use	206.1.1(b)	\$500.00	\$350.00	\$500.00
Secondary Suite not permitted use	206.1.1(c)	\$500.00	\$350.00	\$500.00
Secondary Suite not permitted use	206.1.1(d)	\$500.00	\$350.00	\$500.00
Secondary Suite not permitted use	206.1.1(e)	\$500.00	\$350.00	\$500.00
Secondary Suite not permitted use	206.1.1(f)	\$500.00	\$350.00	\$500.00
Excessive secondary suite area	206.1.2	\$500.00	\$350.00	\$500.00
Suite without proper sewer service	206.1.3	\$500.00	\$350.00	\$500.00
No parking space for suite	206.1.4	\$325.00	\$250.00	\$375.00
Subdivision of suite	206.1.5	\$500.00	\$350.00	\$500.00
Park vehicle exceeding 4200 kg.	107.1.1(j)(v)	\$130.00	\$100.00	\$180.00
Exceed Fence Height	502.1.4 502.2.3 502.3.4 503.2.4 (Multi 2) 503.1.4 (Multi 1) 503.3.4 (Multi 3)	\$130.00	\$100.00	\$150.00





## DISTRICT OF NORTH SAANICH

### BYLAW NO. 1603 (2026)

#### A Bylaw to Allow for Mail Ballot Authorization and Procedures

**WHEREAS** pursuant to Section 100 of the *Local Government Act*, Council may, by bylaw, permit voting by mail ballot and establish procedures therefore,

**NOW THEREFORE** the Council of the District of North Saanich, in open meeting, enacts as follows:

#### 1. CITATION

This Bylaw may be known and cited for all purposes as “District of North Saanich Mail Ballot Authorization Procedures Bylaw No. 1603 (2026).”

#### 2. DEFINITIONS

2.1 In this bylaw,

“**Applicant**” means an elector who wants to vote by mail and make a request for a mail ballot.

“**Authorized Person**” means a person that the applicant has authorized, on the applicant’s behalf to:

- a) Pick up a mail ballot package; or,
- b) Drop off a completed mail ballot package.

“**Chief Election Officer**” means the person who has overall responsibility for the administration of the election and their deputies.

“**Register of Mail Ballots**” means the records that the Chief Election Officer must keep in order to address any challenges to an elector’s right to vote.

2.2 The definitions contained in the *Local Government Act* shall apply in this bylaw.

#### 3. AUTHORIZATION

3.1 In accordance with Section 110 of the *Local Government Act*, all electors may vote using a mail ballot option, and are permitted elector registration in conjunction with this voting method.

3.2 The time limits in relation to voting by a mail ballot may be determined by the Chief Election Officer, including the time limit to apply for a mail ballot package.

3.3 The Chief Election Officer may specify authorized drop-off locations for completed mail ballot packages, provided that the Chief Election Officer indicates the location and the office hours.

#### 4. APPLICATION PROCEDURE

4.1 A mail ballot package may be requested by an elector who is registered and who in person, by mail, by fax or by email, presents the Chief Election Officer or their designate a written request by giving their name and address for such purpose.

4.2 The Chief Election Officer may deliver mail ballot packages by hand to electors or their Authorized Person or the Chief Election Officer may deliver mail ballot packages to electors by mail for those electors who request the ballot package by mail, fax or email.

4.3 The Chief Election Officer or designate may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

4.4 Upon receipt of a request for a mail ballot, the Chief Election Officer or their designate shall in accordance with the time limits established by the Chief Election Officer:

- (a) make available to the Applicant, or their Authorized Person, a mail ballot package that contains the content set out in Section 110(7) of the *Local Government Act*; and,
- (b) immediately record in the Register of Mail Ballots and, upon request, make available for inspection:
  - (i) the full name and address of the person to whom the mail ballot package was issued; and
  - (ii) the number of the voting division in which the person is registered as an elector, or “new elector”, if that person is not on the register of electors;
  - (iii) the name and address of an Authorized Person; and,
  - (iv) any other information the Chief Election Officer or designate deems helpful to maintain the Register of Mail Ballots.

## 5. VOTING PROCEDURE

5.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer or designate.

5.2 After marking the ballot, the elector shall:

- (a) place the ballot in the secrecy enclosure provided and seal the secrecy enclosure;
- (b) place the secrecy enclosure in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- (c) place the certification envelope, together with a completed elector registration, if required, in the outer envelope, and then seal the outer envelope;
- (d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.

## 6. BALLOT ACCEPTANCE OR REJECTION

6.1 In accordance with the time limits established by the Chief Election Officer, the Chief Election Officer or designate, upon receipt of a ballot package, shall immediately record in the Register of Mail Ballots the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- (a) the identity and entitlement to vote of the elector whose ballot is enclosed; and
- (b) the completeness of the certification; and,
- (c) the fulfillment of the requirements of section 70 of the *Local Government Act* in the case of a person who is registering as a new elector;

the Chief Election Officer or designate shall mark the certification envelope as “accepted” and shall retain in their custody all such certification envelopes in order to deal with any challenges made in accordance with section 7 of this bylaw and the voting book shall be marked to indicate that the elector has voted.

6.2 The unopened certification envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy enclosures shall be opened in the presence of at least one other person, including any scrutineers present.

6.3 At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy enclosures received up until that time into a ballot box specified for such purpose, where such secrecy enclosures were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

6.4 Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of section 6.1 of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification in the presence of at least one other person, including any scrutineers present, and place the secrecy enclosure containing the ballot into the ballot box containing the other unopened secrecy enclosures.

6.5 As soon as possible after all of the secrecy enclosures have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the Chief Election Officer or designate, and in the presence of at least one other person and any scrutineers present:

- (a) open the accepted certification envelopes;
- (b) place the unopened secrecy enclosures together into a ballot box;
- (c) open the secrecy enclosure and remove the ballot within; and,
- (d) insert the ballot into the vote tabulating unit.

6.6 Where:

- (a) upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
- (b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with section 70 of the *Local Government Act.*; or
- (c) the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day,

the certification envelope shall remain unopened and the Chief Election Officer shall mark such envelope as “rejected”, and shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.

6.7 Any certification envelopes and their contents rejected in accordance with section 6.6 of this bylaw shall remain unopened and shall be subject to the provisions of section 160 of the *Local Government Act* with regard to their destruction.

## **7. CHALLENGE OF ELECTOR**

7.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in section 126 of the *Local Government Act.*

7.2 The provisions of section 126 of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

## **8. ELECTOR’S NAME ALREADY USED**

8.1 Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot

in the elector’s name, the provisions of section 127 of the *Local Government Act* shall apply, so far as applicable.

**9. REPLACEMENT OF SPOILED BALLOT**

9.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by an appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.

9.2 The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with section 4.2 of this bylaw.

**10. REPEAL**

10.1 Bylaw No. 1180, being “North Saanich Mail Ballot Authorization and Procedures Bylaw No. 1180 (2008)” and all amendments thereto, are hereby repealed.

READ A FIRST TIME this 25<sup>th</sup> day of May, 2026.

READ A SECOND TIME this 25<sup>th</sup> day of May, 2026.

READ A THIRD TIME this 25<sup>th</sup> day of May, 2026.

FINALLY ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



## DISTRICT OF NORTH SAANICH

### BYLAW NO. 1607

#### A BYLAW TO PROVIDE FOR THE USE OF AUTOMATED VOTING MACHINES FOR GENERAL LOCAL ELECTIONS AND OTHER VOTING OPPORTUNITIES

WHEREAS Section 112 of the *Local Government Act*, authorizes a local government to, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Council of the District of North Saanich wishes to establish various procedures and requirements under that authority;

NOW THEREFORE, the Council of the District of North Saanich, in open meeting assembled, enacts as follows:

#### 1. CITATION

- 1.1 This Bylaw may be cited as “North Saanich Automated Voting Machines Authorization Bylaw No. 1607 (2026)”.

#### 2. DEFINITIONS

- 2.1 In this Bylaw:

“**Acceptable mark**” means a completed oval which the vote tabulating unit is able to identify, which has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either “yes” or “no” on any other voting question.

“**Automated voting system**” means an automated system that records and counts votes and processes and stores election results. The system is housed in two hardware components, the upper half being the vote tabulator and the lower half being the ballot box.

“**Ballot**” means a single automated ballot card designed for use in an automated voting system, which may be a composite ballot for two or more elections to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes.

“**Ballot return override procedure**” means the use, by an election official, of a device on a vote tabulating unit, which causes the unit to accept a returned ballot.

“**Election headquarters**” means the location used for the preparation and operation of the election.

“**Memory card**” means the electronic storage device that plugs into the vote tabulating unit that contains:

- a) the names of the candidates or questions being voted on; all the permanent results for the vote tabulating unit;
- b) the alternative “yes” and “no” for each referendum question; and,
- c) a mechanism to count votes for each voting opportunity being conducted.

“**Portable ballot box**” means a ballot box used for transporting ballots.

“**Register tape**” means the printed record generated from a vote tabulating unit at the close of voting on general voting day which shows:

- a) the number of ballots received;
- b) the number of ballots accepted;
- c) the number of ballots rejected; and,

d) the number of votes for each candidate; and for an against each referendum question.

**“Returned ballot”** means a voted ballot which was inserted into the vote tabulating unit by the elector but which was not accepted and which was returned to the elector with an explanation of the ballot marking error which caused the ballot not to be accepted.

**“Secrecy enclosure”** means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.

**“Vote tabulating unit”** means the device into which voted ballots are inserted and which scans each ballot and records the number of votes for each candidate and for and against each other voting question.

### 3. USE OF VOTING MACHINES

3.1 The Chief Election Officer of the District of North Saanich is hereby authorized to conduct general local elections and other voting opportunities in the District using an automated voting system.

### 4. AUTOMATED VOTING PROCEDURES

4.1 The Chief Election Officer shall ensure election officials are trained to demonstrate voting procedures, issue ballots and accept marked ballots at the vote tabulator and ballot box, in addition to other general responsibilities for the supervision and control of the voting place.

4.2 Each elector is entitled to a demonstration of voting procedures from an election official assigned to perform such demonstrations.

4.3 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who:

a) shall ensure that the elector:

- (i) is qualified to vote in the election; and
- (ii) completes the voting book as required by the *Local Government Act*; and

b) upon fulfilment of the requirements of subsection (a), shall provide a ballot to the elector, a secrecy enclosure if requested by the elector, and any further instructions the elector requests.

4.4 Upon receiving a ballot, and secrecy enclosure if so requested, the elector shall immediately proceed to a voting compartment to vote.

4.5 The elector may vote only by making an acceptable mark on the ballot:

- a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each office; and
- b) beside either “yes” or “no” in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

4.6 Once the elector has finished marking the ballot, the elector must place the ballot into the secrecy enclosure, if applicable, proceed to the vote tabulating unit and under the supervision of the election official in attendance, insert the ballot directly from the secrecy enclosure, if applicable, into the vote tabulating unit without the acceptable marks on the ballot being exposed.

4.7 If a vote tabulating unit will not accept a ballot because it contains unacceptable marks or is otherwise spoiled, in accordance with Section 128 of the *Local Government Act*, the elector may:

- a) obtain a replacement ballot by giving the spoiled ballot to the presiding election official; and,
- b) the presiding election official must immediately mark as spoiled a ballot replaced and retain the spoiled ballot for return to the Chief Election Officer.

- 4.8 If an elector makes a request under section 4.7 of this Bylaw, the Chief Election Officer shall, using the ballot return override procedure, reinsert the returned ballot into the vote tabulating unit to count any acceptable marks which have been made incorrectly.
- 4.9 Any ballot counted by the vote tabulating unit is valid and any acceptable marks contained on such ballots will be counted in the election subject to any determination under a judicial recount.
- 4.10 Once the ballot has been inserted into the vote tabulating unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a vote tabulating unit is not functioning, the election official supervising the unit shall insert all ballots delivered by the electors during this time, into a portable ballot box, provided that if the vote tabulating unit:

- a) becomes operational, or
- b) is replaced with another vote tabulating unit,

the ballots in the portable ballot box shall, as soon as reasonably possible, be removed by an election official and under the supervision of the Chief Election Officer be inserted into the vote tabulating unit to be counted.

- 4.12 Any ballots temporarily stored in a portable ballot box which are returned by the vote tabulating unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the Chief Election Officer, be reinserted into the vote tabulating unit to ensure that any acceptable marks are counted.

5. **ADVANCE VOTING OPPORTUNITY PROCEDURES**

- 5.1 Vote tabulating units shall be used to conduct the vote at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow as closely as possible those described in Section 4 of this Bylaw.
- 5.2 At the close of voting at each advance voting opportunity the election official in each case shall ensure that:
- a) no additional ballots are inserted in the vote tabulating unit;
  - b) the portable ballot box is sealed to prevent insertion of any ballots;
  - c) the register tapes in the vote tabulating unit are not generated; and
  - d) the memory card of the vote tabulating unit is secured.
- 5.3 At the close of voting at the final advance voting opportunity the election official shall:
- a) ensure that any remaining ballots in the portable ballot box are inserted into the vote tabulating unit;
  - b) secure the vote tabulating unit so that no more ballots can be inserted; and
  - c) deliver the vote tabulating unit together with the memory card and all other materials used in the election to the Chief Election Officer at election headquarters.

6. **PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY**

- 6.1 After the close of voting on general voting day at voting opportunities where a vote tabulating unit was used in the election, but excluding advance voting opportunities, the Chief Election Officer shall ensure that:
- a) any remaining ballots in the portable ballot box are inserted into the vote tabulating unit;
  - b) the vote tabulating unit is secured so that no more ballots can be inserted;
  - c) three copies of the register tape are generated from the vote tabulating unit;
  - d) the ballot account is completed, attaching one copy of the register tape;

- e) the unused, spoiled, rejected and voted ballots are counted and placed, packaged and sealed separately, into the election materials transfer box along with one copy of the register tape;
- f) the ballot account is completed and the duplicate copy is placed in the election materials transfer box;
- g) the election materials transfer box is sealed;
- h) the voting books, the original copy of the ballot account, one copy of the register tape, completed registration cards (if applicable), keys and all completed administrative forms are placed into the Chief Election Officer portfolio; and
- i) all equipment and materials are transported to election headquarters.

6.2 At the close of voting on general voting day the Chief Election Officer shall direct the election official for the advance voting opportunities where vote tabulating units were used, to proceed in accordance with Section 6.1 of this Bylaw.

6.3 At the close of voting on general voting day all portable ballot boxes used in the election will be opened under the direction of the Chief Election Officer and all ballots shall be removed and inserted into a vote tabulating unit to be counted, after which the provisions of Sections 6.1, so far as applicable, shall apply.

7. **RECOUNT PROCEDURE**

7.1 If a recount is required it shall be conducted under the direction of the Chief Election Officer using the automated voting system and generally in accordance with the following procedures:

- a) the memory cards of all vote tabulating units will be cleared;
- b) vote tabulating units will be designated for the voting place;
- c) all ballots will be removed from the sealed ballot boxes; and
- d) all ballots, except spoiled ballots, will be reinserted into the appropriate vote tabulating units under the supervision of the Chief Election Officer.

8. **REPEAL**

8.1 Bylaw No. 992, being “North Saanich Automated Counting Machines Authorization Bylaw No. 992 (2002)” and all amendments thereto, are hereby repealed.

READ A FIRST TIME the 25<sup>th</sup> day of May, 2026

READ A SECOND TIME the 25<sup>th</sup> day of May, 2026

READ A THIRD TIME the 25<sup>th</sup> day of May, 2026

FINALLY ADOPTED the \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



## DISTRICT OF NORTH SAANICH

### BYLAW NO. 1596

**A Bylaw to repeal Bylaw No. 1244, (2010) Secondary Suites Permit Bylaw ".  
being a bylaw to impose an annual secondary suite permit requirement  
which have become redundant or superseded by Provincial Statues.**

**WHEREAS** the *Community Charter 137*, provides the power to amend or repeal bylaws;

**NOW, THEREFORE**, the Council of the District of North Saanich in open meeting assembled, enacts as follows:

#### **1.Citation**

"District of North Saanich Secondary Suites Permit Bylaw No. 1244, 2010, Repeal Bylaw No.1596, 2026".

#### **2. Repeal**

The following Bylaw is hereby repealed:

The District of North Saanich "Secondary Suites Permit Bylaw No. 1244, 2010".

READ A FIRST TIME THIS 27<sup>th</sup> day of April, 2026

READ A SECOND TIME THIS 27<sup>th</sup> day of April, 2026

READ A THIRD TIME THIS 27<sup>th</sup> day of April, 2026

FINALLY ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



**Shae Spittle**

---

**From:** blake@emvr.com on behalf of Blake MacKenzie <blake@emvr.com>  
**Sent:** Monday, May 25, 2026 8:12 PM  
**To:** corporateservices  
**Cc:** All Mayor and Council  
**Subject:** RE: Thank You for Your Correspondence  
**Attachments:** North Saanich Council Presentation.pdf

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Shae,

Looks like I got missed for my opportunity to speak while waiting on Zoom during the public participation segment on the proposed Short Term Rentals bylaws. I joined the meeting just before 7 pm. After the public participation ended, council moved on to regular business in the agenda.

Can I be brought in for a future meeting to speak? If not, I have attached what I wrote to present during the public participation tonight.

Thank you.

Warmest Regards,

Blake MacKenzie  
Manager, Business Development  
Direct: +1 (250) 483-6790 ext 101  
Toll Free: +1 (866) 800-8880 ext 101

EMR Vacation Rentals Inc.  
<https://www.emrvacationrentals.com>

**Book with Confidence** Consumer Protection BC License Number **31068**  
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On Thu, May 21, 2026 at 9:43 AM corporateservices <corporateservices@northsaanich.ca> wrote:  
Hello,

Thank you for registering to speak via Zoom during the public participation period of the District of North Saanich Council meeting being held Monday, May 25, 2026, at 7:00 p.m.

Please note that once your 3 minute speaking window is over, you will be disconnected from zoom. To continue to watch the meeting online, you can join the livestream here: [northsaanich.ca/council-meetings](https://northsaanich.ca/council-meetings)

Here is the link to join the Council meeting on May 25, via Zoom:

<https://us02web.zoom.us/j/82211772892?pwd=ABsQLgZCgTxUKn44TMLDnskKybiQ3i.1>

Tips for successful electronic participation:

- Test your computer's microphone in advance, if possible.
- We have found that using a headset or external microphone increases the audio quality for all participants. Alternatively, if you can ensure you are speaking close to your computer's microphone, this will assist with your audio quality.

**Please ensure the name and email you register with [corporateservices@northsaanich.ca](mailto:corporateservices@northsaanich.ca) matches the name that you will use to join the Zoom meeting. We will only admit those who have registered.**

*Council and Committee of the Whole meetings, including this Zoom meeting, are video and audio recorded and posted on the District's website at [northsaanich.ca/council-meetings](http://northsaanich.ca/council-meetings). If you have any questions or concerns, please contact the Director of Corporate Services at 250 656 0781*

The Zoom meeting will end when the public participation period concludes. Please visit the Council meeting webpage to watch the rest of the meeting using the District's livestreaming feature at: [northsaanich.ca/council-meetings](http://northsaanich.ca/council-meetings)

Rules for Public Participation:

- (1) Persons wishing to address Council must state their name, municipality, and topic of their address.
- (2) Questions and comments must be on topics which are not normally dealt with by municipal staff as a matter of routine.
- (3) Questions and comments must be addressed through the Chair and answers given likewise. Debates with or questions of individual Council members will not be allowed.
- (4) No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.
- (5) Each speaker during Public Participation Period:
  - (a) must use respectful language and refrain from making offensive gestures or signs; and
  - (b) is limited to speaking for 3 minutes unless authorized by the Chair to speak for a longer period of time.
- (6) Twenty minutes will be allotted for the Public Participation Period unless extended by a vote of Council.

If you have any questions or need assistance, please respond by email, or contact me by phone at 250 656 0781.

Thank you, and I hope you have a wonderful day.

Good evening Mayor Jones, Council members, and staff.

Thank you for the opportunity to speak tonight regarding the proposed short term rental regulations under consideration by the District of North Saanich.

My name is Blake MacKenzie. I have worked in British Columbia's tourism and accommodation industry for more than 30 years, including over 22 years professionally managing short term rental properties as a provincially licensed accommodation provider by Consumer Protection BC.

First, I want to say that I support the District implementing a licensing framework for short term rentals. Responsible operators support reasonable regulations, safety standards, accountability, and good neighbour policies.

My comments tonight are focused on ensuring the framework remains practical, flexible, and aligned with provincial legislation.

One concern with the current draft bylaw is that it appears to focus primarily on principal residences while not fully recognizing exemptions already established under the Province's Short Term Rental Accommodation Act.

This includes legal structures such as Fractional Ownership Agreement properties, where multiple owners legally share ownership of a property. These exemptions are already recognized under provincial legislation, and I believe they should also be recognized within the District's local framework.

I also think it is important to remember that many affected owners are not speculators. Some are long-time families with deep ties to North Saanich who have owned family cottages here for generations. One family I know has owned their cottage since the 1930s.

Today, many of these owners are already paying the Speculation Tax, along with some of the highest property tax rates, while also being restricted from short term renting their properties when they are not personally using them.

DISTRICT OF NORTH SAANICH  
 CAO  
 Corporate Officer

MAY 16 2026

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City  
 Mayor and Council

That is why I would encourage Council to ensure the District's bylaws remain flexible moving forward. If provincial rules soften in the future as housing conditions evolve, local bylaws should not become an additional barrier preventing these families from responsibly renting their properties again.

I would also suggest a straightforward municipal business licensing system for short term rentals. The Province has already established the registration and compliance framework under the STRAA legislation, which largely determines who can legally operate.

I would also encourage Council to reconsider the proposed occupancy limits. A more practical approach would be occupancy based on legal bedrooms rather than a fixed cap.

If concerns relate to noise or parties, modern noise monitoring systems are already widely used throughout the industry and are very effective at reducing neighbourhood disruptions.

I would also encourage Council not to restrict homeowners from renting their principal residence while temporarily away, provided the property is responsibly managed and a local contact person is available within a reasonable response time.

Lastly, short term rentals do contribute to the local economy by supporting restaurants, wineries, tourism operators, cleaners, tradespeople, and many other local businesses.

Overall, I believe there is a workable middle ground that supports both responsible operators and neighbourhood concerns while remaining aligned with provincial legislation.

Thank you again for your time and consideration tonight.

**Shae Spittle**

**From:** Rod Fimrite [REDACTED]  
**Sent:** Thursday, May 28, 2026 10:25 AM  
**To:** corporateservices  
**Cc:** Donald Penney  
**Subject:** Fwd: Traffic on lower Barrett Drive

DISTRICT OF NORTH SAANICH  
 CAO  
 Corporate Offices

MAY 29 2026  
 HN

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Referred to:  
 Director  
 Mayor and Council  
 CAO

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

May 28, 2026  
Sent from my iPad

Apologies: the email below, sent May 26 and the hard copy letter delivered to your office for the Council Agenda contain an error in my phone number. The correct number is [REDACTED]

I also failed to copy the email to Mr. Penney, so am including him in this revision.

Rod Fimrite  
Begin forwarded message:

**From:** Rod Fimrite [REDACTED]  
**Date:** May 26, 2026 at 3:47:20 PM PDT  
**To:** corporateservices@northsaanich.ca  
**Cc:** Kathy Fimrite [REDACTED] Doug & Alana Rundell [REDACTED] Ian Bott [REDACTED] Megan Bott [REDACTED]  
**Subject:** Fwd: Traffic on lower Barrett Drive

> ROD FIMRITE  
1910 BARRETT DRIVE, NORTH SAANICH, B.C. V8L 1A3

> May 26, 2026  
>  
> The Mayor and Council  
> District of North Saanich  
> 1620 Mills Road,  
> North Saanich, B.C. V8L 5S9  
>

> For the past several months I have had much email and telephone communication with the bylaw officers in North Saanich, and telephone communication with the R.C.M.P.

>

> Myself and my immediate neighbours are seriously concerned about the excessive speed of traffic on the lower portion of Barrett Drive. The matter was again noted this week when our neighbour's cat was hit and killed by a speeding vehicle.

>

> I request that at least some members of Council contact me and actually visit me here at 1910 Barrett so the problems may be seen in person. **I am available the balance of this week, and on June 1,** [REDACTED]

>

> The problems are:

- > 1 - The posted speed limit is 30 km. per hour, as per one sign immediately west of the intersection of East Saanich Road and Barrett, seen by traffic coming off of East Saanich Road onto Barrett, and another at 1907 Barrett Drive for observation by traffic coming down Barrett. Not one vehicle in ten observes that posted limit, and most are going in excess of 50 km./hour, and many as high as 60 and 70 km./hour.
- > 2 - There are no sidewalks in either direction on Barrett Drive, and there are many pedestrians, including children, using this portion of Barrett, walking on the road. It These pedestrians are even less visible during the hours of darkness, and when they are wearing dark clothing.
- > 3 - Westbound traffic coming onto Barrett from East Saanich Road is going uphill, and those making a right turn to continue onto Barrett are making a fairly sharp right turn on a blind corner, at which vegetation inhibits visibility for vehicles and pedestrians alike. That westbound traffic then comes around a curve, and starts a fairly steep downhill portion of the road, which automatically increases their speed when they are passing the second intersection of Barrett and Sandover, which intersection and nearby driveways are partially obscured by vegetation.

Additional information provided by one of my Immediate neighbours:

1. The width of the paved road on lower Barrett Drive is ten feet narrower than the paved width once the road crosses into Dean Park Estates. 36 feet compared to 26 feet on lower Barrett Drive. This width difference obviously creates a higher risk for pedestrians, and the larger trees beside the road surface on lower Barrett means more shade, which further lowers the visibility of pedestrian for approaching vehicles.
2. A few years there was a pedestrian killed on East Saanich Road at the intersection with Barrett Drive, following which a pedestrian crossing light was installed there. A similar light at both intersections of Barrett Drive and Sandover Crescent would improve pedestrian safety.
3. Traffic calming surfaces have been installed on Forest Park Drive just west of it's intersection with East Saanich Road, presumably due to the proximity to Kelset Elementary school and Panorama Recreation Centre. On lower Barrett Drive the many school children pedestrians and adult pedestrians, on a ten foot narrower road do not deserve traffic calming surfaces according to North Saanich staff. Why?

> North Saanich staff have informed me in writing that lower Barrett Drive is not suitable for traffic calming surfaces such as speed bumps or speed humps - (even though those are fine on the northern portion of Wallace Drive and on Mainwaring in our neighbourhood) and that this portion of Barrett is a low priority for the RCMP.

>  
> Considering the volume of traffic, the situations enumerated above, I do not understand why it would be a low priority for the RCMP.  
>  
> I request that Council take a serious in-person look at this dangerous piece of Barrett Drive, and either:  
> 1 - Build the sidewalks, to facilitate safe pedestrian access.  
> 2 - Install traffic calming infrastructure.  
> 3 - Enforce reasonable speed limits to improve safety for all.  
>  
> **Failure to make some reasonable solutions to this increasingly dangerous thoroughfare will, sooner or later, result in serious injury or death. Does Council really wish to bear the responsibility for events that will inevitably result from failure to take steps to address this seriously dangerous situation?**  
>  
> Sincerely,  
> R.A. Fimrite  
> ██████████ Barrett Drive. "  
>  
> Sent from my iPad



DISTRICT OF NORTH SAANICH

CAO  
Corporate Officer

JUN 02 2026

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- Council Agenda
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Referred to:

Please complete the following application and either drop it off with the Municipal Hall receptionist or email it to [corporateservices@northsaanich.ca](mailto:corporateservices@northsaanich.ca). If the application is approved, it will be published on the District's website and will become part of the Council meeting agenda. Please note that personal phone numbers and email addresses will be removed before publication.

- Mayor and Council
- CAO



### Application to Present to District of North Saanich Council

- Presentation topic: ArtSea Community Arts Council Annual Update
- Name of Presenter(s) Hope Hilliard, President ArtSea
- Name of Organization (if applicable) ArtSea Community Arts Council
- Presenter's position in organization: President
- Contact information: phone # [REDACTED] email: president@artsea.ca
- Please acknowledge that you have reviewed the information found on the reverse side of this application form, by checking the box and adding your initials: ✓

Initials

Presentations may not exceed **10 minutes**.

*- Powerpoint presentation provided one week prior - June 29 is my preference if possible.*

Provide the main discussion points of your presentation:  
*Thank you for your support and provide our annual update*

What is your request? What do you want District of North Saanich Council to do? Include any recommended resolutions.  
*No request - Info only provided by ArtSea - June 29 - if possible*

-FOR OFFICE USE ONLY-

- Application received on: \_\_\_\_\_
- Is the application complete?  yes  no What is missing? \_\_\_\_\_
- Has the application been initialed by the applicant?  yes  no
- Application approved/declined on: \_\_\_\_\_
- Presentation scheduled for: \_\_\_\_\_
- Applicant notified on: \_\_\_\_\_

Signature of Corporate Officer




## Presenting to District of North Saanich Council

1. This application can either be dropped off with the District receptionist or emailed to [corporateservices@northsaanich.ca](mailto:corporateservices@northsaanich.ca). All written request to appear before Council must be received no later than 12:00 p.m. noon on the Wednesday prior to the meeting.
2. The application will be reviewed by the Corporate Officer, and the applicant will be notified if the request has been approved and the date and time of the presentation. While a specific date can be requested, your presentation will be scheduled for the next available Council meeting at the discretion of the Corporate Officer.
3. Your application may be denied if the issue is not considered to fall within the jurisdiction of Council.
4. If you wish to provide Council with any supporting documentation it will need to be submitted to the Corporate Officer, no later than 12:00 p.m. noon on the Wednesday of the week preceding the meeting so that it can be included with Council's agenda package.
5. On the night of the meeting the Mayor will call your name and invite you to come to the podium.
6. At the beginning of your presentation, clearly state:
  - a. Your name
  - b. The organization you represent (if applicable)
  - c. What you want District Council to do and then provide the reasons for your request and any relevant background information
7. **Your presentation may not exceed 10 minutes.** A countdown clock will be displayed during your presentation to let you know how much time you have left. Be as clear and concise as possible.
8. Anticipate that members of Council may ask you questions at the end of your presentation.
9. Electronic presentations can be accommodated via Zoom. Please ensure that the font size of your PowerPoint is large enough to be readable and that each page of your PowerPoint is numbered.
10. Following your presentation, it is recommended you provide your speaking notes to the Corporate Officer for the public record.
11. Depending on the meeting agenda, applicants may have to wait until the end of the meeting to present.
12. Profanity is not permitted and will not be tolerated. Presenters must adhere to the District's Code of Conduct.
13. Your presentation will be recorded and made available online for public viewing.
14. Information collected on this application is done so under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.
15. If you have any questions or require more information, please contact the Corporate Officer at 250-656-0781.

I have read and acknowledge the above information



yes

  
Initials of Applicant

**Shae Spittle**

**From:** Heather Gartshore [REDACTED]  
**Sent:** Tuesday, June 2, 2026 8:10 PM  
**To:** corporateservices  
**Cc:** Heather Gartshore  
**Subject:** Letter to Mayor/Council re: Donut Economic Conference  
**Attachments:** favicon.ico

DISTRICT OF NORTH SAANICH  
 CAO  
 Corporate Officer

JUN 03 2026 HN

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 Referred to:  
 Director

June 15

cc:  
 Mayor and Council  
 CAO, CO, DCO

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council,

Subject: The History of 'The Doughnut Economic Framework' Conference in North Saanich

**December 15, 2025 Council Meeting**

- Council (4-3) approved and directed staff to facilitate the process:
  - Endorse the District of North Saanich to host a two-day conference on Doughnut Economics (DE) Framework in May 2026, focused on its application to community planning, food systems and community well-being
  - Approved the formation of a Conference Executive Committee to guide program development, partnership building, logistics, and event delivery
  - Directed staff to support the Conference Executive Committee in a scoped, time-limited manner
  
- Council would be provided with a progress update at the **January 12, 2026** Council meeting

**April 13, 2026 Council Meeting**

- A Conference Update was provided
  - Conference is called 'Living Systems Beyond Growth: Workshop/Conference'
  - The purpose of the report was to provide a status update
  - No formal update was available as of this date. Workshop program development continues and remains in tentative-preliminary form.

**May 20 - 22, 2026 Conference**

- ‘Living Systems Beyond Growth - KPIs - municipal performance measurement’ was held at 8805 East Saanich Road, North Saanich May 20 -22
  - “This conference directly supports the District of North Saanich’s Official Community Plan”

### What We Know

- This was a private conference - by invitation or application only
- Three members of North Saanich Council (Councillors DiBattista, McClintock and Stock) were unaware the event was taking place and therefore not included
- Members of the public were present
- District of North Saanich staff were involved in this event
- Upon realizing the event was underway, one member of Council was prevented from entering the building where the conference was underway

In the end, this North Saanich Council endorsed Conference appears to have been organized for the benefit of a select few residents and select members of Council.

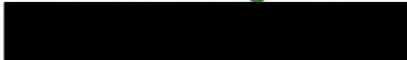
In the interest of transparency (which many of your say is important) and in closing the loop on what began as a public endorsement by Council to host this conference, I respectfully request that Council direct the Conference Committee to produce a Post-Conference Report for the June 29, 2026 Council Meeting.

The irony of a workshop held, titled ‘Rebuilding Community Trust’ is not lost on me.

Living Systems - Beyond Growth: Building  
Future-Forward KPIs through Municipal  
Performance Measurement | Planning  
Institute of British Columbia  
pibc.bc.ca



Heather Gartshore 🌻



**Shae Spittle**

**From:** Ben Martin  
**Sent:** Thursday, June 4, 2026 2:23 PM  
**To:** corporateservices  
**Cc:** Aaron Duff; Infrastructure Admin  
**Subject:** RE: CWAS meeting request

DISTRICT OF NORTH SAANICH  
 CAO  
 Corporate Officer

JUN 04 2026

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June 15

Referred to:  
 Director  
 15 (BM)

CC:  
 Mayor and Council

Hi Holly,

Please place the correspondence below on the next Council meeting.

Thanks,

Ben Martin, P.Eng  
 Director of Infrastructure Services, Asset Management and First Nations Relations  
 District of North Saanich | 1620 Mills Rd | North Saanich, BC V8L 5S9 | 250.655.5461



Please consider the environment before printing this email

**From:** Infrastructure Admin <infrastructureadmin@northsaanich.ca>  
**Sent:** Thursday, June 4, 2026 2:18 PM  
**To:** Ben Martin <BMartin@northsaanich.ca>  
**Cc:** Aaron Duff <ADuff@northsaanich.ca>  
**Subject:** FW: CWAS meeting request

Hi Aaron & Ben,

I wasn't sure who to forward this request to. Please let me know if you would like me to respond.

Thank you,



**Emma Hewitt**  
 Administrative Assistant  
 Infrastructure Department



250-655-5480  
 District of North Saanich  
 1620 Mills Rd, North Saanich, BC V8L 5S9

The District of North Saanich conducts its business within the traditional territories of the WSÁNEĆ people, including but not limited to BOKEĆEN (Pauquachin), WSÍKEM (Tseycum), STÁUTW (Tsawout), WJOLELP (Tsartlip), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

**From:** Dorine Pomphrey <[dorine.pomphrey@cyclingswithoutagesociety.org](mailto:dorine.pomphrey@cyclingswithoutagesociety.org)>  
**Sent:** Thursday, June 4, 2026 1:22 PM

To: Infrastructure Admin <[infrastructureadmin@northsaanich.ca](mailto:infrastructureadmin@northsaanich.ca)>  
Subject: CWAS meeting request

You don't often get email from [dorine.pomphrey@cyclingswithoutagesociety.org](mailto:dorine.pomphrey@cyclingswithoutagesociety.org). [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



## **CYCLING WITHOUT AGE SOCIETY**

**Sidney, British Columbia**

**Email:** [dorine.pomphrey@cyclingswithoutagesociety.org](mailto:dorine.pomphrey@cyclingswithoutagesociety.org)

**Phone:** 250-889-1878

**Website:** <https://cyclingswithoutagesociety.com/about/>

**Date:** June 4, 2026

**To:** Ben Martin, Director of Infrastructure

District of North Saanich

1620 Mills Road

North Saanich, BC V8L 5S9

**Sent via email %:** [infrastructureadmin@northsaanich.ca](mailto:infrastructureadmin@northsaanich.ca)

### **RE: Expression of Gratitude and Request for Meeting Regarding Trishaw Storage in Deep Cove**

Dear Mayor, Council, and Staff of the District of North Saanich,

On behalf of the Board of Directors of the Cycling Without Age Society (CWAS) in Sidney, I am writing to express our sincere appreciation to the District of North Saanich and to propose an exciting opportunity for continued community collaboration.

First and foremost, we would like to formally thank and recognize the District of North Saanich as one of our esteemed **Platinum Sponsors**. We are incredibly grateful for your generous contribution of **\$13,000** over the past **6** years. This sustained support has been vital in allowing us to deliver our program and enrich the lives of local residents.

### **About Our Service and Community Impact**

Cycling Without Age Society is a volunteer-run registered charity. Our mission is to provide **FREE** cycle rides to seniors and less-mobile individuals who otherwise could not experience the joy of a bicycle ride, feel the wind in their hair, or easily connect with the sights and sounds of their community.

Our operations are active daily—7 days a week, 365 days a year (weather permitting). We offer comforting, slow-paced, one-hour rides on quiet streets and pathways. At its core, CWAS is designed to:

- 
- 
- Help end social isolation for seniors and individuals with mobility challenges.
- 
- 
- Bring joy to participants and their families.
- 
- 
- Nurture rewarding intergenerational relationships.
- 
- 
- Promote community connection, active citizenship, and meaningful volunteer opportunities.
- 

### **Our Growth and Current Opportunity**

CWAS is growing to meet a rising demand. We currently operate a fleet of six (6) Trishaw passenger bikes and one (1) Velo Wheelchair bike. While our main storage is generously provided by a partner in Sidney (where the majority of our rides currently originate), our popularity in neighboring communities is expanding rapidly.

To better serve our regional footprint, we recently relocated one trishaw to Central Saanich for regular local rides. Our next priority is to establish a presence in the **Deep Cove neighbourhood** to directly serve riders, families, and partners in that beautiful area.

### **The Challenge: Safe Storage in Deep Cove**

To make rides in Deep Cove safe and logistically feasible for our volunteer "pilots," we need a secure, ground-level storage solution for one trishaw bike in the immediate area. Ideally, this location would offer convenient access to the local elementary school (fostering intergenerational programming) and other potential riders in the neighbourhood, such as Clayton House.

We are highly interested in exploring the feasibility of using a small portion of the **Wain Road Fire Hall site** for this purpose. For instance, a highly secure, low-impact, and cost-effective option could be the placement of a designated shipping container on-site, painted or clad to blend in appropriately with the surroundings.

**Request for a Preliminary Meeting**

By way of this letter, we would like to request a brief meeting with the appropriate staff person(s) at the District of North Saanich. Our goal is to discuss this proposal, address any operational or zoning considerations, and work collaboratively to find a viable storage solution that allows us to extend our free service to Deep Cove residents.

Please contact **Dorine Pomphrey** at 250-889-1878 or via email at [dorine.pomphrey@cyclingwithoutagesociety.org](mailto:dorine.pomphrey@cyclingwithoutagesociety.org) to arrange a convenient time to meet.

Thank you in advance for your time, consideration, and your ongoing, deeply valued sponsorship of our society. We look forward to hearing from you and working together to bring more joy and connection to North Saanich.

Sincerely,

On behalf of the Board of Directors,

**Dorine Pomphrey,**  
Director, Program Coordinator, Pilot,  
Cycling Without Age Society,  
Sidney, British Columbia, Canada  
email: [dorine.pomphrey@cyclingwithoutagesociety.org](mailto:dorine.pomphrey@cyclingwithoutagesociety.org)  
website: [cyclingwithoutagesociety.com](http://cyclingwithoutagesociety.com)

*I acknowledge with gratitude I live, learn, work and play on the unceded traditional territories of the LEKWUNGEN and WSÁNEĆ peoples who have been and continue to be the stewards caring for this land and all life on it for time immemorial.*

CYCLING WITHOUT AGE SOCIETY North Saanich Munic.



The Corporation of the District of Saanich | Mayor's Office  
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | www.saanich.ca

VIA EMAIL  
May 19, 2026

The Honourable David Eby, Premier  
The Honourable Adrian Dix, Minister of Energy and Climate  
The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness  
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs  
The Honourable Brenda Bailey, Minister of Finance

Email: [Premier@gov.bc.ca](mailto:Premier@gov.bc.ca), [ECS.Minister@gov.bc.ca](mailto:ECS.Minister@gov.bc.ca), [EMCR.Minister@gov.bc.ca](mailto:EMCR.Minister@gov.bc.ca),  
[HMA.Minister@gov.bc.ca](mailto:HMA.Minister@gov.bc.ca), [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)

Dear Premier Eby, Minister Dix, Minister Greene, Minister Boyle, and Minister Bailey:

**RE: BC Local Government Climate Action Program (LGCAP) – Funding Continuation**

On May 11, 2026, Saanich Council passed the following motion:

*That Council direct the Mayor to send a letter to the Province and Local MLA's, as per the draft provided, outlining the need for continued Local Government Climate Action Program (LGCAP) funding and share this letter with the Capital Regional District Board of Directors, other BC municipal elected officials and Chief Administrative Officers.*

On behalf of Saanich Council, I'm respectfully requesting your consideration for the need for the Province to continue to fund the Local Government Climate Action Program (LGCAP). In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not appear to include funding for the renewal of the LGCAP. As long-standing local government partners of the Province, we are concerned that the implications of allowing this funding to lapse may not be fully understood.

For more than 15 years, the Province has provided consistent annual climate action funding to local governments, recognizing our essential role in meeting provincial greenhouse gas (GHG) reduction targets and climate adaptation goals. LGCAP and its predecessor, the Climate Action Revenue Incentive Program (CARIP), have provided a critical and reliable source of dedicated funding that enables municipalities to resource staff capacity, support community climate initiatives, deliver key GHG reduction and adaptation programs, and leverage other utility funding and provincial and federal grants. Many of these initiatives directly support the goals of the CleanBC Roadmap and the Climate Preparedness & Adaptation Strategy.

This funding arrangement and the projects and programs enabled have led to a nearly 50% reduction in Saanich's corporate GHG emissions and a nearly 20% reduction in Saanich's community-wide GHG emissions from our 2007 baseline. We have realized significant transportation mode shifts, from 17% of trips taken by transit and active transportation in 2011, to 26% today; we have seen over 2,300 Saanich households replace their fossil fuel heating systems with heat pumps to deliver efficient heating and protective cooling; we have completed

DISTRICT OF NORTH SAANICH	
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Corporate Officer	
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June 15 reg.

comprehensive climate risk assessments of Saanich infrastructure to ensure we are planning and investing effectively for the climate changes ahead. Provincial investments in local government action have been working, but there is more to do. Local government partners have valuable insights that should inform the next iteration of this successful program.

Municipal budgets are under significant pressure to fund core services and respond to the increasingly costly impacts of accelerating climate changes, including devastating floods, wildfires, and extreme heat. Removing dedicated Provincial climate action funding will create a shortfall that cannot be replaced without significant impacts to local taxpayers. While we appreciate the various climate-related grants currently available through the Province, these programs are competitive, time-limited, and often difficult to access due to requirements for matching funds and the staff capacity needed to prepare and manage applications and implement projects. They have also been reduced in recent years. LGCAP has been the stable foundation that allows local governments to pursue these opportunities. Without it, many municipalities will be unable to apply for competitive grants or deliver community-focused climate programming that supports provincial objectives.

Over the last three years Saanich received approximately \$1.1 million from LGCAP, which staff successfully leveraged to secure approximately **\$1.0 million in additional external grant funding** (this excludes other major grants for capital projects such as corporate building retrofits and EV charging infrastructure which are in the \$multiple millions). This has contributed to a wide range of climate programs and projects that benefit Saanich residents and community including:

- Corporate and Community Climate Risk Assessments
- Community emissions inventories
- Strata Energy Advisor Program
- Top-up incentives for EV Ready Plans and retrofits in MURBs
- Climate Plan Update
- Fleet E Bike Program
- Tillicum Green Infrastructure Project
- Energy & Carbon Emissions reporting
- Gorge Coastal Flood Adaptation Strategy
- One Planet Saanich
- School climate education programs
- Rental Apartment Retrofit Accelerator
- Zero Waste initiatives
- Oil removal policy review

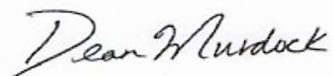
Local governments are on the front lines of planning for and responding to climate impacts and have direct or indirect influence over more than half of B.C.'s GHG emissions. The Province cannot meet its CleanBC targets, achieve its climate adaptation goals and protect BC residents from the increasing impacts of climate change without strong, resourced municipal partners.

LGCAP funding is essential to ensuring that local governments can continue to deliver climate action and prepare for climate impacts at the scale required.

Despite our long-standing partnership, local governments, including Saanich, were not consulted on the decision to cease funding for LGCAP. To staff's knowledge, no local government was engaged prior to the release of the Service Plan. While several months of LGCAP funding remains from the pre-payment for the 2026/27 year, many climate actions are multi-year projects, most external grants take months or years to determine, and many local governments fund staff using LGCAP, so work is already underway to prepare for the 2027-28 year and beyond based upon continued LGCAP funding. Certainty related to consistent, continuous funding is paramount.

As we collectively work to build a stronger, more sustainable Province, Council requests that the Province confirm their commitment to consistent, continuous LGCAP funding and we look forward to further collaboration on climate action and preparedness.

Sincerely,



Dean Murdock  
Mayor

cc:

Hon. Nina Krieger, MLA Victoria Swan Lake <[Nina.Krieger.MLA@leg.bc.ca](mailto:Nina.Krieger.MLA@leg.bc.ca)>  
Hon. Diana Gibson, MLA Oak Bay Gordon Head <[Diana.Gibson.MLA@leg.bc.ca](mailto:Diana.Gibson.MLA@leg.bc.ca)>  
Hon. Lana Popham, MLA Saanich South <[Lana.Popham.MLA@leg.bc.ca](mailto:Lana.Popham.MLA@leg.bc.ca)>  
Saanich Council <[council@saanich.ca](mailto:council@saanich.ca)>  
CRD Board of Directors <[crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca)>  
All BC Municipalities





The Corporation of the  
District of Central Saanich

May 21, 2026

Honourable Christine Boyle, Minister of Housing and Municipal Affairs  
Parliament Buildings Victoria, BC V8V 1X4  
Via email: [HMA.minister@gov.bc.ca](mailto:HMA.minister@gov.bc.ca)

The Honourable Brenda Bailey, Minister of Finance  
PO Box 9048 Stn Prov Govt, Victoria, BC V8W 9E2  
Via email: [FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)

Dear Ministers Boyle and Bailey,

**RE: Request for Dedicated Provincial Funding to Support Municipalities That Achieve Provincially Mandated Housing Targets**

On behalf of the Council of the District of Central Saanich, I am writing to acknowledge the Province of British Columbia's leadership in addressing the housing crisis through the establishment of mandatory housing targets for local governments. We share the Province's commitment to increasing housing supply and supporting complete, livable communities across British Columbia.

The District of Central Saanich has proactively responded to provincial housing initiatives and requirements. Council and staff have undertaken significant planning, policy, and regulatory work to facilitate increased housing supply, including substantive housing-related land use policy changes, zoning bylaw amendments, and updates to our Official Community Plan. These actions required considerable municipal resources and reflect Council's strong commitment to meeting, and in several cases exceeding, our provincially mandated housing targets.

While Central Saanich is proud of its progress, the rapid pace and scale of housing delivery required to meet provincial targets generates corresponding growth-related pressures on municipal operations, neighbourhood livability, and community infrastructure. Increased development activity places added demands on staff capacity, traffic and transportation systems, water, sewer, stormwater, and utility infrastructure, as well as parks, recreation facilities, and other public amenities that support a high quality of life.

Local governments that demonstrate leadership and compliance with provincial housing mandates play a critical role in achieving shared provincial objectives. To that end, Council respectfully requests that the Province establish a dedicated funding stream for municipalities that have successfully implemented housing-enabling policy and regulatory changes and achieved or exceeded their housing targets. Such a program would recognize municipal leadership, incentivize continued housing creation, and ensure communities have the tools necessary to manage growth responsibly.

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CC:	
<input checked="" type="checkbox"/> Mayor and Council	
<input checked="" type="checkbox"/> CAO	

Specifically, the District of Central Saanich urges the Province to consider funding that may be allocated to:

- Municipal operational capacity, including staffing and systems required to manage increased development activity and service demands;
- Neighbourhood infrastructure improvements, such as traffic calming initiatives, pedestrian safety enhancements, and active transportation infrastructure;
- Civil infrastructure upgrades, including water, sewer, stormwater, and utility capacity expansions required to support additional housing; and
- Public amenities, including parks, recreation facilities, community spaces, and other infrastructure that contributes to complete, livable, and resilient neighbourhoods.

Central Saanich has demonstrated strong alignment with provincial housing objectives through timely policy implementation and regulatory reform. However, without dedicated growth-related funding, municipalities risk falling behind in delivering the infrastructure and services needed to support the very housing supply the Province seeks to accelerate.

We would welcome the opportunity to work collaboratively with the Province to further refine this approach and to share Central Saanich's experience as a community that has embraced housing reform. Council also intends to share this correspondence with the Union of British Columbia Municipalities and neighbouring local governments to support broader regional and provincial advocacy on this matter.

Thank you for your continued partnership and leadership in addressing British Columbia's housing challenges. We look forward to your consideration of this request and to ongoing collaboration to support sustainable growth and livable communities. Should you have any further questions please do not hesitate to contact our Director of Planning and Building Services, at [Jarret.Matanowitsch@csaanich.ca](mailto:Jarret.Matanowitsch@csaanich.ca).

Sincerely,

Mayor Ryan Windsor

cc: Union of British Columbia Municipalities (UBCM)

**Shae Spittle**

**From:** Phil DiBattista  
**Sent:** Monday, May 25, 2026 7:05 PM  
**To:** corporateservices  
**Subject:** Fwd: Short term rentals

DISTRICT OF NORTH SAANICH  
 CAO  
 Corporate Officer  
 MAY 20 2026  
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 Action Info  
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 Referred to:  
 Director  
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 CC:  
 Mayor and Council  
 CAO  
 June 15

Begin forwarded message:

**From:** Henry Hamm [REDACTED]  
**Date:** May 21, 2026 at 09:22:37 PDT  
**To:** All Mayor and Council <AllMayorandCouncil@northsaanich.ca>  
**Subject:** Short term rentals

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council members,

We are aware of the upcoming May 25<sup>th</sup> council meeting regarding the proposed Short Term Rental bylaws but will be unable to attend as I am out of town. But our property manager, Blake MacKenzie from EMR will be representing us.

We have enjoying owning our home in North Saanich for two decades and these proposed regulations have created a great deal of uncertainty and have already forced us to cancel bookings on short notice. Our last booking was for an indigenous documentary to interview local experts and showcase the beauty of the region with the backdrop of North Saanich.

One of the biggest concerns is the conflict between the District's proposed rules and BC's provincial STR legislation. The current approach makes it very difficult to understand how owners are expected to comply with both systems at the same time. We hope the District will consider aligning more closely with the Province's framework, including exemptions already recognized under provincial legislation. We currently qualify for exemption under BC's STR due to co-ownership, but now this is being challenged as it conflicts with North Saanich current bylaw. Our property is co-owned under an agreement that prevents it from being either owner's principal residence. It is primarily used as a shared family vacation home for ourselves and friends and occasionally rented to guests.

We support reasonable oversight and licensing for STRs, but the regulations need to be practical, clear, and workable for long-time property owners. We respectfully ask Council to reconsider the current draft and work toward a more balanced approach.

Thank you for your time and consideration.

Regards,

Henry & Irene Hamm



Sent from my iPhone

**Shae Spittle**

**From:** Phil DiBattista  
**Sent:** Monday, May 25, 2026 7:05 PM  
**To:** corporateservices  
**Subject:** Fwd: Proposed Short Term Rental bylaws

DISTRICT OF NORTH SAANICH  
 CAO  
 Corporate Officer

MAY 26 2026

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Council Agenda  
 Action Info June 15  
 Response  
 Information  
 Filing

Referred to:  
 Director  
 PCS (TP)

CC:  
 Mayor and Council  
 CAO

Begin forwarded message:

**From:** Julie Pravitz [REDACTED]  
**Date:** May 20, 2026 at 05:55:02 PDT  
**To:** Planning <P@northsaanich.ca>, All Mayor and Council  
<AllMayorandCouncil@northsaanich.ca>  
**Subject:** Proposed Short Term Rental bylaws

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

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Dear Mayor and Council,

I am writing regarding the proposed Short Term Rental bylaws currently under consideration for North Saanich.

This is a very important matter for us, and we will be making every effort to attend the May 25 meeting in person, as the outcome will directly impact our property and its use. Our primary concern is the lack of alignment between the proposed District bylaws and British Columbia's STR legislation. The conflicting requirements make it impossible to comply with both. In practice, this has already forced us to cancel guest bookings on very short notice, creating unnecessary disruption and hardship for both ourselves and our guests.

We respectfully suggest the District align its framework with the Province's model, including recognizing all properties that are exempt under provincial legislation—not only principal residences. A simple, practical approach would be a municipal licensing process that works in step with the provincial registration system, rather than conflicting with it. In our case, we have a co-ownership agreement that restricts the house to be either parties primary residence. The house is used as a holiday home for family and friends. We are also very concerned with the proposed six-person occupancy cap. Our home is a large residence with six bedrooms, designed to safely and comfortably accommodate more than six guests. A blanket cap does not reflect the intended use or safe capacity of properties like ours and the blanket approach is equally inappropriate for allowing 6 people for say a one bedroom home. A more reasonable and widely accepted standard would be occupancy based on two persons per legal bedroom.

If the District's concerns relate to noise, parties, or neighbourhood disruption, there are more effective and enforceable solutions available. Modern noise monitoring systems and clear property management requirements are proven tools that address these issues directly, without imposing arbitrary occupancy limits that do not reflect how homes are designed or used.

We support the idea of a clear and reasonable licensing framework for short-term rentals. However, it should be practical, balanced, and aligned with provincial legislation to avoid unnecessary conflicts and unintended consequences for property owners. We have owned our home for 20 years and have truly valued the area, the people, and the lifestyle that North Saanich offers. The current direction of these regulations is making it increasingly difficult to maintain our property and continue creating family memories as it feels as though we are being unfairly pushed out. We respectfully ask that the District reconsider the current draft framework and move toward an approach that is consistent, enforceable, and fair.

Thank you for your time and consideration. We look forward to participating in the discussion.

Respectfully,  
Julie Pravitz

A black rectangular redaction box covering the signature area.

**Shae Spittle**

**From:** Ted Robbins <trobbins@crd.bc.ca>  
**Sent:** Friday, May 29, 2026 2:31 PM  
**Subject:** Capital Regional District 2025 Annual Report

DISTRICT OF NORTH SAANICH  
CAO  
Corporate Officer  
JUN 01 2026 HN  
RECEIVED  
 Council Agenda  
 Action Info June 15  
 Response  
 Information  
 Filed  
Referred to:  
 Director  
CS (Lindsay)  
CC:  
 Mayor and Council  
 on our website

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Dear First Nation Governments, Member Municipalities, and Regional District Partners:

I am very pleased to share the Capital Regional District’s (CRD) 2025 Annual Report, which can be found [on our website](#) at [2025 CRD Annual Report](#).

The report highlights achievements, progress on Board Priorities, and key financial and operational outcomes from the previous year as well as featuring key activities of the CRD’s other corporate entities, the Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC), and the many CRD-appointed Commissions.

2025 was the third full year of the Board’s four-year term and the report provides an opportunity to share continued progress on the Board’s Strategic Priorities for 2023 – 2026, advancing actions and initiatives related to five regional priority areas: Transportation, Housing, Climate Action & Environment, First Nations, and Governance, and the Community Needs identified in the CRD 2023 – 2026 Corporate Plan.

The 2025 Annual Report highlights the collective achievements of staff, elected officials, and community partners in advancing the Board’s vision for a livable, sustainable, and resilient region.

On behalf of the CRD Board of Directors, thank you to our partner agencies, staff, and volunteers for generously contributing your time, expertise, and resources making a positive impact across our region.

Sincerely,

**Ted Robbins** (he/him/his) | Chief Administrative Officer  
Capital Regional District, Capital Regional Hospital District and Capital Region Housing Corporation  
T: 250.360.3124 | C: 250.217.9084 | [trobbins@crd.bc.ca](mailto:trobbins@crd.bc.ca)  
[Facebook](#) | [Instagram](#) | [LinkedIn](#) | [www.crd.bc.ca](http://www.crd.bc.ca)



Capital Regional District  
625 Fisgard Street  
Victoria, BC V8W 1R7

-----  
*Respectfully acknowledging the First Nations in whose Territories the CRD operates. I am grateful for the opportunity to live and work here and am committed to ongoing learning and reconciliation.*

This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any

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June 2, 2026

Ref. 67627

DISTRICT OF NORTH SAANICH	
CAO	
Corporate Officer	DLO
JUN 09 2026	
<b>RECEIVED</b>	
<input checked="" type="checkbox"/> Council Agenda	Info June 15 Reg.
<input type="checkbox"/> Action	
<input type="checkbox"/> Response	
<input type="checkbox"/> Information	
<input type="checkbox"/> Filing	
Referred to:	
<input type="checkbox"/> Director	
CC:	
<input checked="" type="checkbox"/> Mayor and Council	
<input checked="" type="checkbox"/> IS / CAO	

Mayor Peter Jones  
 District of North Saanich  
 1620 Mills Road  
 North Saanich BC V8L 5S9  
 Via email: [pjones@northsaanich.ca](mailto:pjones@northsaanich.ca)

**Re: Te'mexw Treaty Association Public Engagement Open Houses**

Dear Mayor Peter Jones:

We are writing to advise that BC, Canada and Te'mexw Treaty Association (TTA) are undertaking public engagement sessions in June 2026 for the five Te'mexw Treaties. Similar to the open houses held in 2023, these open houses are designed to help raise awareness of the important work our teams have been doing and to support building understanding and good neighbour relations in our communities. We have attached maps of all 5 TTA Nations treaty area and the proposed treaty lands (Annex A).

The open houses are a drop-in format open to all. There will be no formal presentations, instead material will be displayed throughout the venue to encourage small group discussion. The type of information shared at these sessions will be general information about the proposed land packages as well as general information on modern treaties.

An Information Bulletin was published on May 29, 2026, announcing the TTA Public Open House dates [https://archive.news.gov.bc.ca/releases/news\\_releases\\_2024-2028/2026IRR0021-000627.htm](https://archive.news.gov.bc.ca/releases/news_releases_2024-2028/2026IRR0021-000627.htm)

.../2

Ministry of Indigenous Relations  
 and Reconciliation

Assistant Deputy Minister

Mailing Address:  
 Box 9100 Stn Prov Govt  
 Victoria BC V8W 9B1

Website: [www.gov.bc.ca/irr](http://www.gov.bc.ca/irr)

Ref. 67627

- 2 -

Below are the dates and locations of upcoming in person open house sessions:

<b>Date/ Time</b>	<b>Location</b>
Saturday, June 6, 11:00 am – 2:00 pm	T'Sou-ke - Edward Milne Community School 6218 Sooke Road, Sooke, B.C
Monday, June 8, 4:30 pm - 7:00 pm	Songhees - Burnside Gorge Community Hall 471 Cecelia Road, Victoria, B.C.
Tuesday, June 9, 4:30 pm - 7:00 pm	Malahat - Shawnigan Lake Community Centre - Lounge 2804 Shawnigan Lake Road, Shawnigan Lake, B.C.
Friday, June 12, 4:30 pm - 7:00	Sc'ianew/Beecher Bay - East Sooke Community Hall 1397 Copper Mine Road, Sooke, B.C.
Saturday, June 13, 11:00 am – 2:00 pm	Snaw-Naw-As - Costin Hall, Lantzville 7232 Lantzville Road, Lantzville, B.C.

Further information on the TTA Treaties and upcoming engagement sessions can be found at the GovTogetherBC website:

<https://engage.gov.bc.ca/govtogetherbc/engagement/temexw-treaty-negotiations/>

The Provincial team for the TTA negotiations includes representatives from the following local governments: Capital Regional District, Cowichan Valley Regional District, Regional District of Nanaimo, and South Island Reconciliation Advisory Committee (representing 11 of 12 Greater Victoria municipalities) who attend Main Table negotiations and receive regular updates on the treaties. BC recognizes the importance of engagement and information sharing with local governments on all treaty matters as reflected in the 2024 Memorandum of Understanding between BC and the Union of British Columbia Municipalities. The Capital Regional District is represented at the TTA table by Kristen Morley and Caitlyn Vernon, copied on this letter.

.../3

Ref. 67627

- 3 -

We look forward to continuing to work with you and your teams.

Sincerely,



Christie Harvie  
Chief Negotiator  
Ministry of Indigenous Relations and  
Reconciliation

Enclosure (1)

- Annex A - Proposed Treaty Area, Proposed Treaty Lands and Pre-approved Additions

CC: Emily Thomas, Treaty Negotiator  
Ministry of Indigenous Relations and Reconciliation  
[Emily.Thomas@gov.bc.ca](mailto:Emily.Thomas@gov.bc.ca)

Emma Hughes, Assistant Negotiator  
Ministry of Indigenous Relations and Reconciliation  
[Emma.Hughes@gov.bc.ca](mailto:Emma.Hughes@gov.bc.ca)

District of North Saanich Council  
[allmayorandcouncil@northsaanich.ca](mailto:allmayorandcouncil@northsaanich.ca)

Stephanie Munro, Chief Administrative Officer  
District of North Saanich  
[stephanie.munro@northsaanich.ca](mailto:stephanie.munro@northsaanich.ca)

Kristen Morley, General Manager of Corporate Services  
Capital Regional District  
[kmorley@crd.bc.ca](mailto:kmorley@crd.bc.ca)

Caitlyn Vernon, Manager, First Nations Relations  
Capital Regional District  
[cvernon@crd.bc.ca](mailto:cvernon@crd.bc.ca)

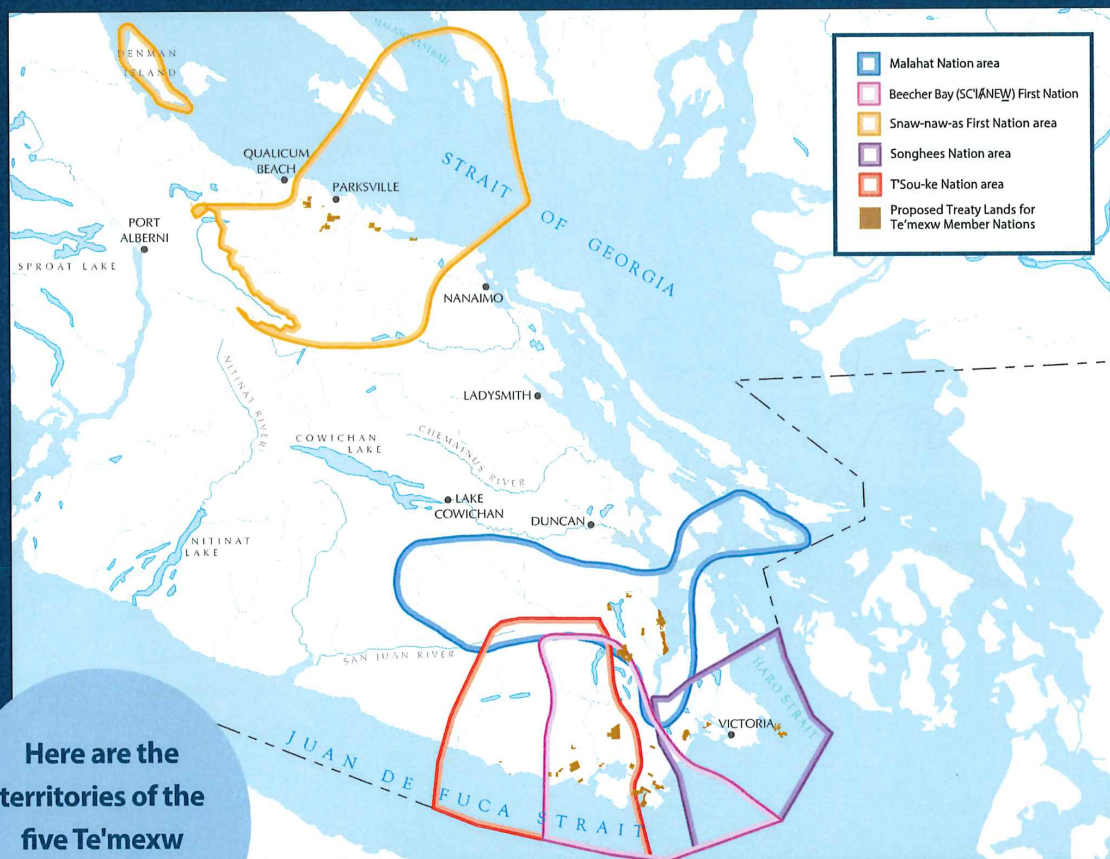
# Te'mexw Treaty Association

TE'MEXW )) Tah-MUK

Te'mexw Treaty Association (TTA) is a non-profit society formed of five Coast Salish Nations: **Beecher Bay (SC'IA'NEW)**, **Malahat**, **Snaw-naw-as**, **Songhees** and **T'Sou-ke**.

The five Te'mexw Member Nations joined to support one another and to work under one organization to negotiate five Nation-specific Modern Treaties with the federal and provincial governments in the BC Treaty Process.

WE ARE THE TE'MEXW  
TREATY ASSOCIATION



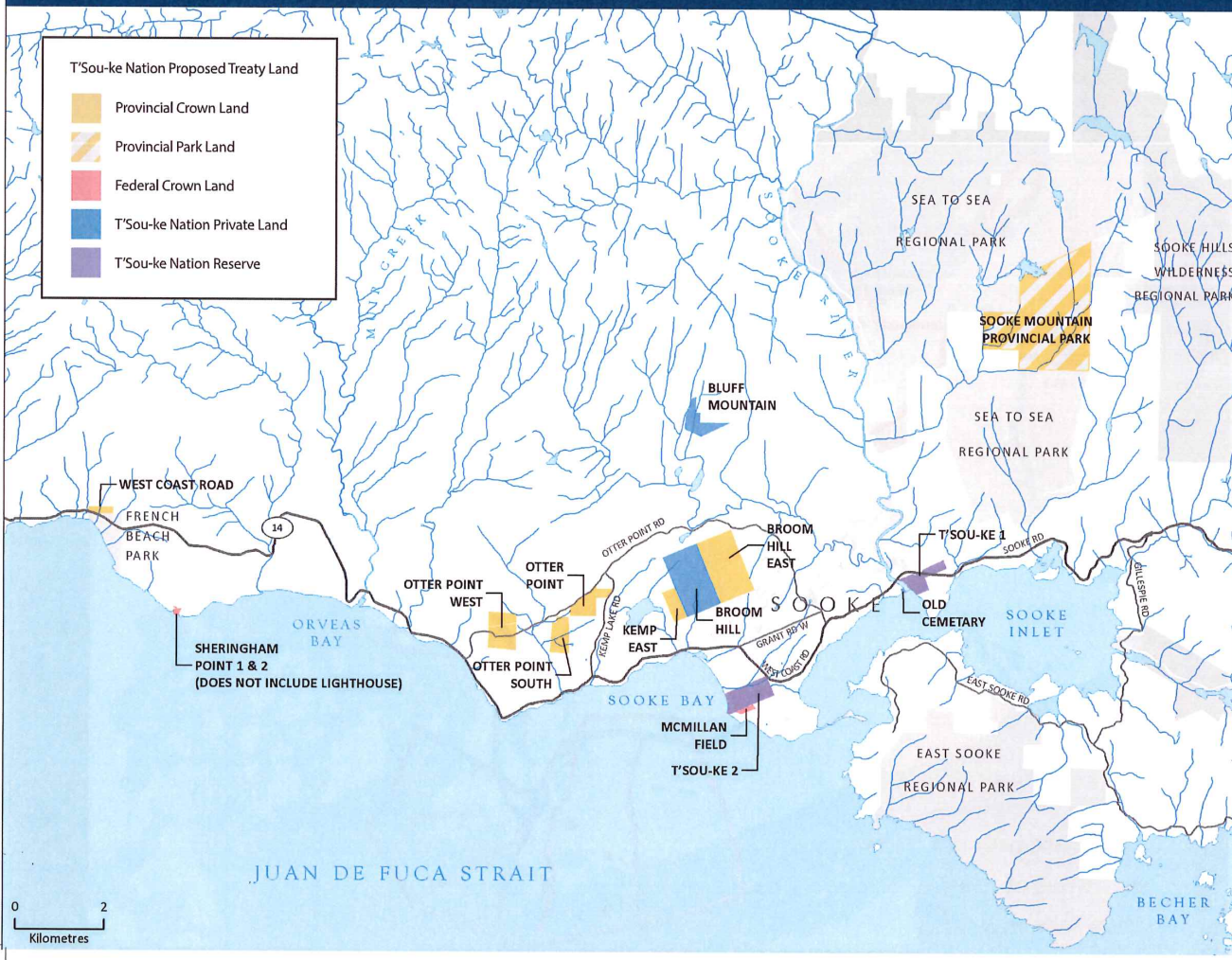
Here are the territories of the five Te'mexw Member Nations



# T'Sou-ke Nation

## PROPOSED TREATY LANDS

Lands proposed to become Treaty Lands subject to the conclusion and ratification of the T'Sou-ke Nation Treaty.

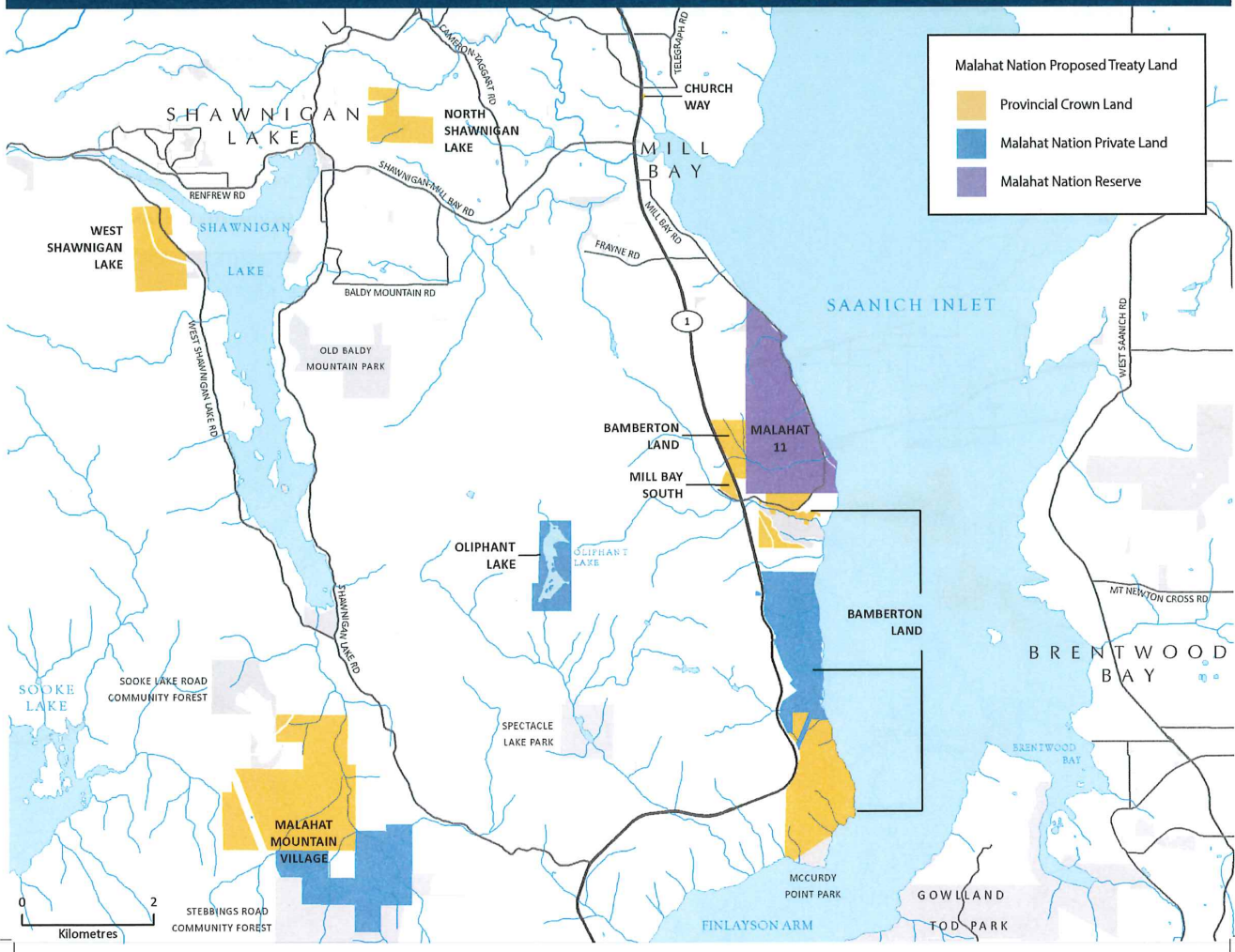




# Malahat Nation

## PROPOSED TREATY LANDS

Lands proposed to become Treaty Lands subject to the conclusion and ratification of the Malahat Nation Treaty.

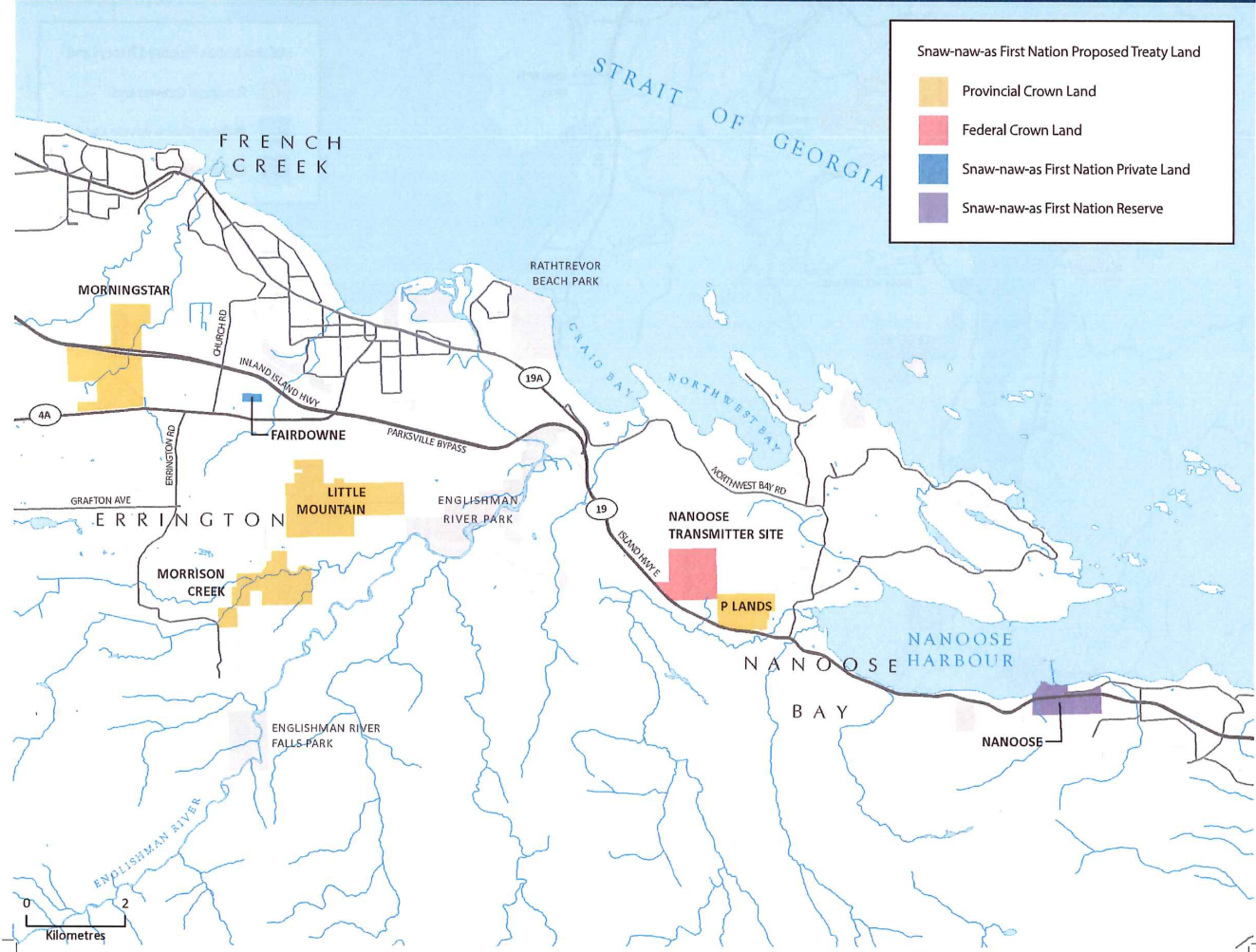




# Snaw-naw-as First Nation

## PROPOSED TREATY LANDS

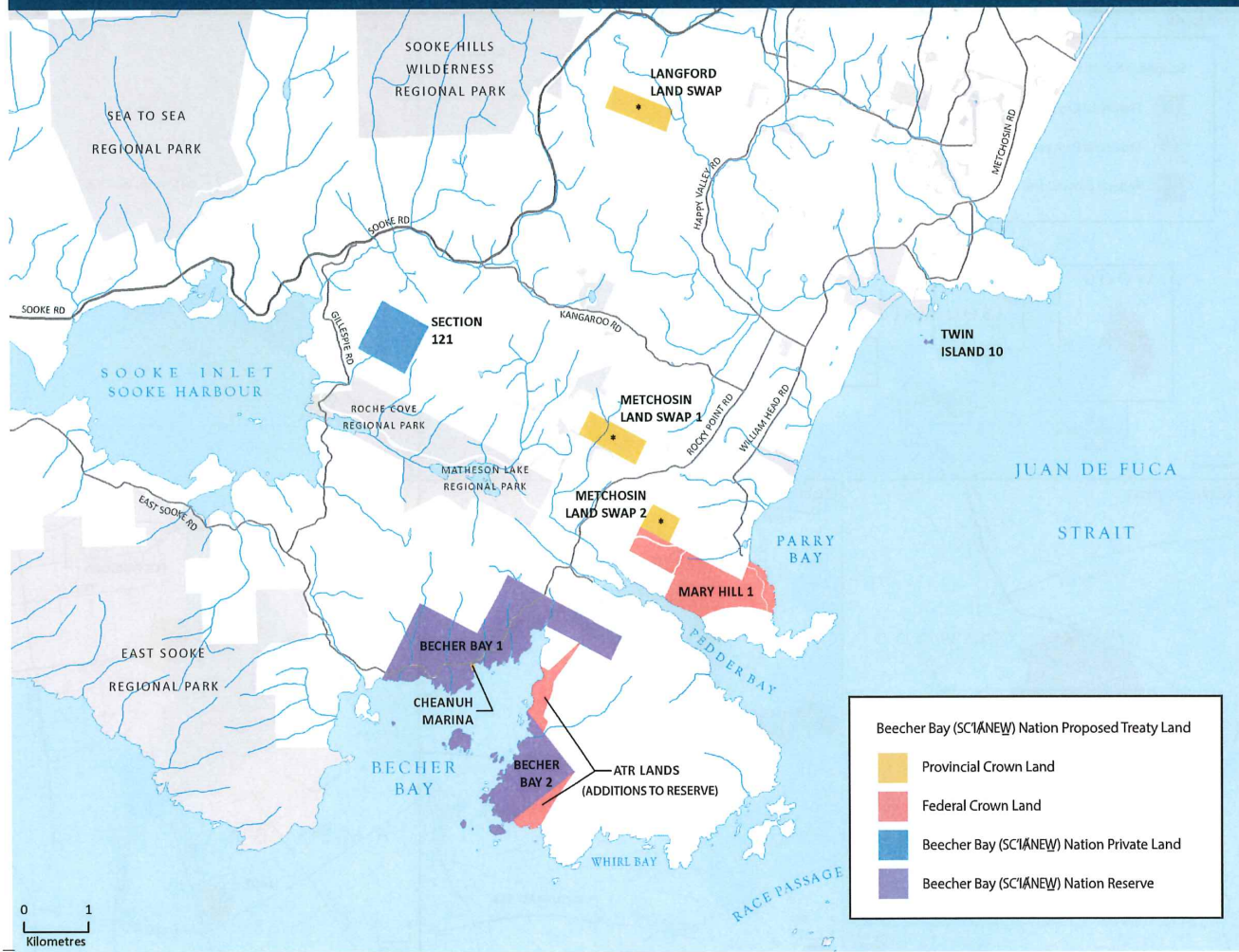
Lands proposed to become Treaty Lands subject to the conclusion and ratification of the Snaw-naw-as First Nation Treaty.





# Beecher Bay (SC'IA'NEW) First Nation PROPOSED TREATY LANDS

Lands proposed to become Treaty Lands subject to the conclusion and ratification of the Beecher Bay (SC'IA'NEW) First Nation.





# Songhees Nation

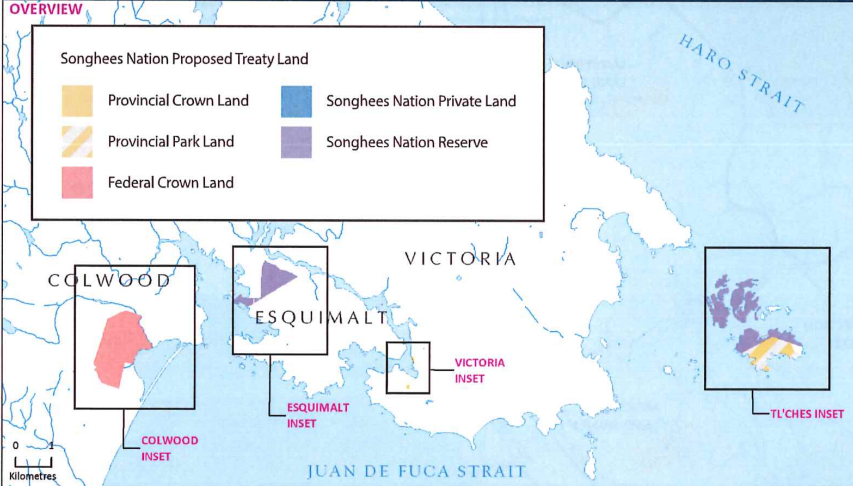
## PROPOSED TREATY LANDS

Lands proposed to become Treaty Lands subject to the conclusion and ratification of the Songhees Nation Treaty.

### OVERVIEW

**Songhees Nation Proposed Treaty Land**

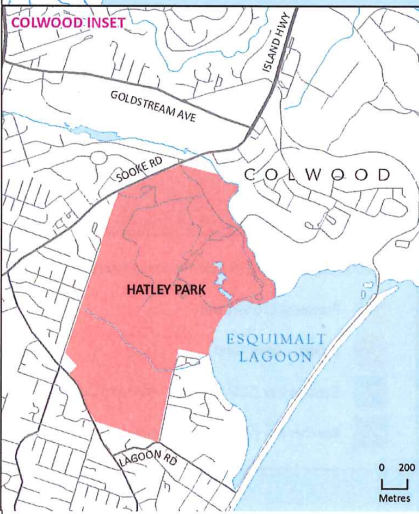
	Provincial Crown Land		Songhees Nation Private Land
	Provincial Park Land		Songhees Nation Reserve
	Federal Crown Land		



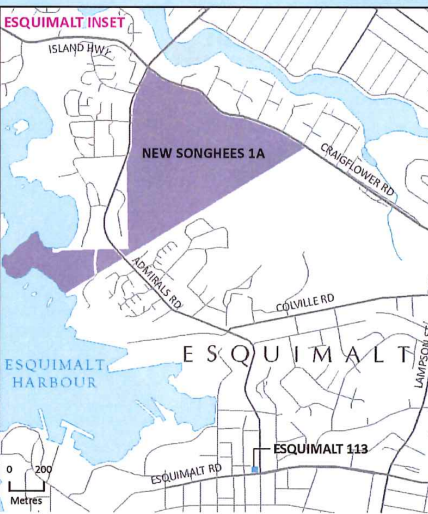
### TL'CHES INSET



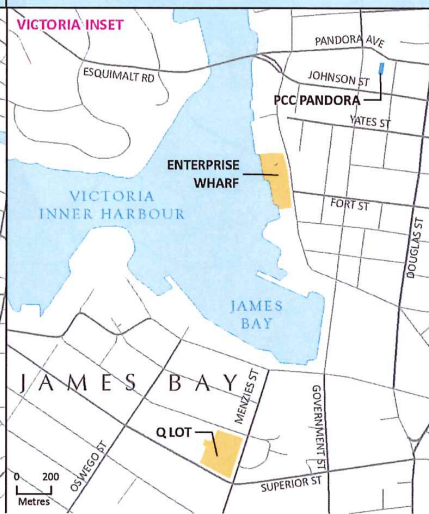
### COLWOOD INSET



### ESQUIMALT INSET



### VICTORIA INSET



# Pre-Approved Additions

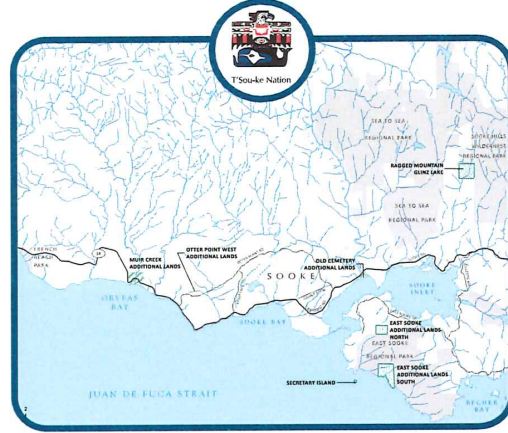
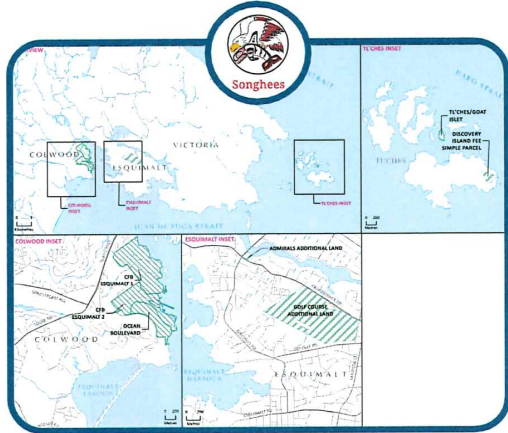
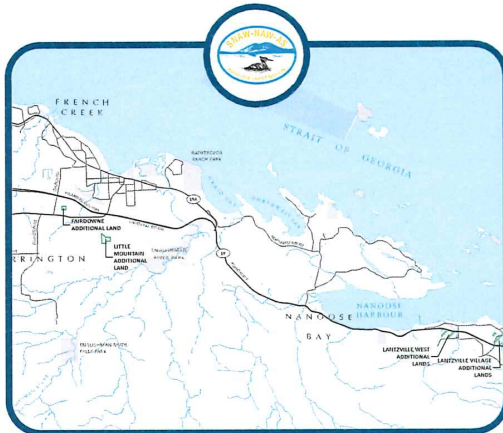
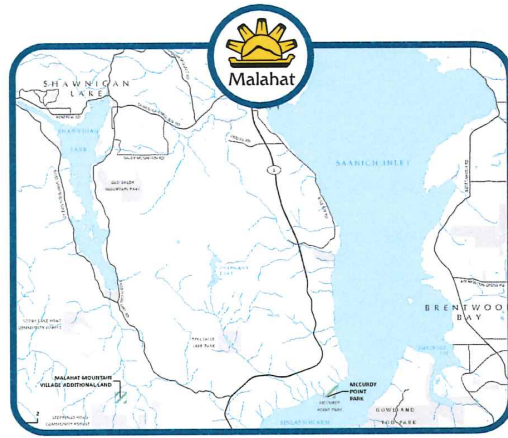
Pre-approved additions are parcels of land identified by the First Nation that the First Nation is interested in the possibility of purchasing on a willing-buyer, willing-seller basis in the future.

To be clear, these parcels do not become Treaty Lands when the Te'mexw Treaties come into effect. The Te'mexw Treaties will NOT have a direct impact on the owner's fee simple rights. B.C. and Canada have communicated with the private property owners of pre-approved additions.

Each individual Te'mexw Member Nation identified these parcels as pre-approved additions due to the location adjacent or near to their proposed Treaty Lands. Pre-approved additions are specific to each individual Te'mexw Member Nation, and are not shared across the five Nations. If a parcel is identified as a pre-approved addition, this means that should the owner decide to sell or divest any of the parcels in the future, and should the individual Te'mexw Member Nation acquire the lands, the lands could become Treaty Lands in the future. Pre-approved additions could include private fee simple, provincial or federal Crown lands.

**Legend**

-  Pre-Approved Provincial Crown
-  Pre-Approved Private Land
-  Pre-Approved Federal Land



**Shae Spittle**

**From:** admin  
**Sent:** Tuesday, June 2, 2026 8:50 AM  
**To:** corporateservices  
**Subject:** FW: A Warning to Municipalities: False Independence, Special Advisors, and Local Democracy

DISTRICT OF NORTH SAANICH  
 CAO  
 Corporate Officer

JUN 02 2026

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 Action Item June 15

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Referred to:  
 Director

CC:  
 Mayor and Council  
 CAO

Kindest Regards,



**Katie Sucksmith**  
 Finance Administrative Assistant  
 250-655-5450



District of North Saanich  
 1620 Mills Rd, North Saanich, BC V8L 5S9

The District of North Saanich conducts its business within the traditional territories of the W̱SÁNEĆ people, including but not limited to BOKÉĆEN (Pauquachin), W̱SIKEM (Tseycum), S̱TÁUTW (Tsawout), W̱JOLEP (Tsantlip), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

**From:** Phil Perras [REDACTED]  
**Sent:** Monday, June 1, 2026 7:14 AM  
**To:** ubcm@ubcm.ca  
**Cc:** district@100milehouse.com; info@abbotsford.ca; officeclerk@alertbay.ca; village.hall@anmore.com; info@cityofarmstrong.bc.ca; admin@ashcroftbc.ca; inquiry@barriere.ca; belcarra@belcarra.ca; bim@bimbc.ca; LegislativeServices <legislativeservices@burnaby.ca>; village@burnslake.ca; admin@cachecreek.ca; info@campbellriver.ca; village@canalflats.ca; castlegar@castlegar.ca; info@castlegar.ca; municipalhall@csaanich.ca; Council <council@saanich.ca>; chase@chasebc.ca; d-chet@gochetwynd.com; info@chilliwack.com; admin@docbc.ca; info@village.clinton.bc.ca; admin@village.clinton.bc.ca; info@coldstream.ca; info@colwood.ca; town@comox.ca; feedback@coquitlam.ca; info@courtenay.ca; info@cranbrook.ca; info@creston.ca; info@cumberland.ca; office@daajinggiids.ca; admin@dawsoncreek.ca; City Clerk <cityclerk@delta.ca>; duncan@duncan.ca; info@elkford.ca; info@cityofenderby.com; corporate.services@esquimalt.ca; cityhall@fernie.ca; district@fortstjames.ca; info@fortstjohn.ca; cao@fraserlake.ca; info@village.fruitvale.bc.ca; info@gibsons.ca; info@goldriver.ca; enquiries@golden.ca; info@grandforks.ca; general@villageofgranisle.ca; cao@greenwoodcity.ca; info@harrisonhotsprings.ca; info@hazelton.ca; info@highlands.ca; info@hope.ca; doh@houston.ca; tonia@hudsonshope.ca; info@invermere.net; info@kamloops.ca; admin@kaslo.ca; ask@kelowna.ca; clee@kentbc.ca; info@keremeos.ca; info@kimberley.ca; districtofkitimat@kitimat.ca; info@ladysmith.ca; admin@lakecountry.bc.ca; general@lakecowichan.ca; administration@langford.ca; info@langleycity.ca; info@tol.ca; district@lantzville.ca; info@lillooet.ca; reception@lionsbay.ca; info@loganlake.ca; info@lumby.ca; finance@lytton.ca; info@districtofmackenzie.ca; enquiries@mapleridge.ca; cao@masset.ca; mcbride@mcbride.ca; info@merritt.ca; info@metchosin.ca; midwaybc@shaw.ca; General Inquiries <info@mission.ca>; admin@montrose.ca; cao@nakusp.com; victoria.bowering@nanaimo.ca; swinton@nelson.ca; office@newdenver.ca; info@newhazelton.ca; info@newwestcity.ca; info@northcowichan.ca; admin <admin@northsaanich.ca>; info@cnv.org; Infoweb <infoweb@dnv.org>; justask@northernrockies.ca; administration@oakbay.ca; admin@oliver.ca; info@osoyoos.ca; info@parksville.ca; info@peachland.ca; admin@pemberton.ca; ask@penticton.ca; info@pittmeadows.ca;

citypa@portalberni.ca; info@portalice.ca; cao@portclements.ca; info@portcoquitlam.ca; info@portedward.ca; general@porthardy.ca; reception@portmcneill.ca; info@portmoody.ca; mcybulski@poucecoupe.ca; City of Powell River <info@powellriver.ca>; cityclerk@princegeorge.ca; cityhall@princerupert.ca; admin@princeton.ca; qbtown@qualicumbeach.com; cityhall@quesnel.ca; cao@radiumhotsprings.ca; corporate@revelstoke.ca; cityclerk@richmond.ca; cityhall@rossland.ca; Council <council@saanich.ca>; cao@salmo.ca; cityhall@salmonarm.ca; village@saywardvalley.ca; info@sechelt.ca; SIGD@shishalh.com; corporate@sicamous.ca; admin@sidney.ca; info@silverton.ca; info@villageofslocan.ca; general@smithers.ca; info@sooke.ca; mail@spallumcheentwp.bc.ca; sparwood@sparwood.ca; admdept@squamish.ca; info@districtofstewart.com; corporateofficer@summerland.ca; reception@sunpeaksmunicipality.ca; clerks@surrey.ca; reception@villageoftahsis.com; feedback@districtoftaylor.com; info@telkwa.ca; cityhall@terrace.ca; office@tofino.ca; info@trail.ca; cao@dtr.ca; info@ucluelet.ca; adminservices@valemount.ca; City Clerk's Office <ccclerk@vancouver.ca>; corporate@district.vanderhoof.ca; mayor@vernon.ca; Victoria Mayor and Council <mayorandcouncil@victoria.ca>; Info Address <info@viewroyal.ca>; info@warfield.ca; info@westkelownacity.ca; info@westvancouver.ca; corporate <corporate@whistler.ca>; webmaster@whiterockcity.ca; corporateservices@williamslake.ca; cao@zeballos.com; clerk@wells.ca; asktownhall@dtr.ca

**Subject:** A Warning to Municipalities: False Independence, Special Advisors, and Local Democracy

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council,

I am writing again as part of an ongoing province-wide municipal conversation about accountability, democratic oversight, public safety, and the growing risk that senior governments may be using “independent reviews,” special advisors, emergency systems, police-aligned consultants, media narratives, housing mandates, and cost-downloading to centralize power away from local communities.

Over the past year, I have written to municipalities about E-Comm, RCMP contract policing, Crown disclosure burdens, civil forfeiture, environmental contamination, mental-health crisis response, school policing, housing interventions, and the need for municipal unity. The recent developments involving School District 61 (SD61) now show why these themes belong together.

The developments involving the Greater Victoria School Board are not simply a school-board story. They are a warning to every local government in British Columbia.

---

#### SD61: A WARNING ABOUT FALSE INDEPENDENCE

The SD61 trustees were removed after standing by their decision to end the School Liaison Officer program and pursue student safety through civilian-led, evidence-based alternatives. That decision followed extensive consultation and aligned with serious concerns raised by the BC Human Rights Commissioner about the impacts of police in schools. Yet the public narrative repeatedly framed the board as unreasonable, ideological, or unwilling to collaborate.

Now, after court proceedings and the release of text messages and emails, that narrative has been badly damaged.

The Province has agreed to quash the order removing the trustees and reinstate the elected board. The documents that came to light reportedly included communications between senior Ministry of Education staff, a special advisor appointed to SD61, and senior police officials. Some of those communications included derogatory comments about trustees, protesters, and the BC Human Rights Commissioner. A senior police official reportedly described a senior Ministry official as a “key player” after the board was removed.

This should concern every mayor and councillor in British Columbia.

The issue is no longer whether SD61 was simply difficult or ideological. The issue is whether a democratically elected local body was pressured, smeared, and removed through a process that lacked genuine independence. The same people and systems publicly claiming to act for student safety now appear connected to communications that raise serious questions about impartiality, professionalism, and democratic good faith.

The phrase “independent review” can no longer be accepted at face value. Independence must be proven.

If a special advisor has authored prior materials supporting the system under dispute, that must be disclosed. If a consultant has financial or professional ties to the policy being promoted, that must be disclosed. If senior government claims a local body is failing to collaborate, the public should be shown exactly what that means, with evidence.

Otherwise, “collaboration” becomes *coercion* by another name.

#### THE ADVISOR MODEL IS NOW A MUNICIPAL GOVERNANCE RISK

The SD61 case should cause every municipality to re-examine the growing use of special advisors, housing advisors, official trustees, independent reviewers, and provincially ordered reviews.

Housing supply is real. Public safety is real. School safety is real. Emergency communications are real. But real issues can still be used as entry points for centralized control if the process lacks transparency, conflict disclosure, and local democratic safeguards.

A special advisor can be helpful. A review can be necessary. A housing target can be legitimate. But each can also become a governance-risk event if it is used to frame a local government as deficient, isolate elected officials, justify structural change, or prepare the public to accept further provincial intervention.

Once an advisor is inserted, the local government may no longer be operating in a normal political environment. Internal disagreements can become evidence of dysfunction. Media coverage can become reputational pressure. Staff-council tensions can become public narratives, and in some cases may be amplified, exploited or even manufactured. Structural changes can be presented as routine modernization. Then an election arrives after the terrain has already shifted.

Municipalities should therefore treat every provincially ordered advisor process as a democratic-risk event requiring careful documentation, clear boundaries, and **peer support** from other local governments.

#### UNITY, RESTRUCTURING, AND ELECTION-CYCLE RISK

The SD61 board's real offence appears to have been that it did not collapse under pressure. The trustees stood together, raised funds, went to court, and defended democratic process rather than accept a public narrative that cast them as reckless for doing their job.

In doing so, they gave students and the community a powerful lesson: evidence matters, rights matter, and democracy is worth defending even when powerful institutions try to make that difficult.

That unity mattered.

It is also why the change to SD61's electoral model must be examined carefully. A trustee electoral area model, or ward-style model, can be legitimate in principle. Local representation matters. But timing and context also matter.

In this case, the move toward a new trustee electoral area model followed the removal of the elected board and took place while an Official Trustee was in place. Municipalities should therefore ask whether this change was made only to improve representation, or whether it also reduces the likelihood of another unified board standing together against provincial, police, or consultant pressure.

Municipalities should not reject trustee electoral areas or ward systems out of hand. But they should insist that such changes never be used as punishment, retaliation, or a quiet method of fragmenting democratic unity after elected officials refuse to comply with a centralized narrative.

The upcoming municipal election cycle gives this issue added urgency. Even lawful changes can have political consequences. Even ordinary bylaws can alter power. Even legitimate housing concerns can become leverage if used to justify broader intervention without sufficient transparency.

Municipalities currently dealing with special advisors, housing advisors, official trustees, independent reviewers, or similar interventions should support one another now. This is especially important where local "drama" begins to emerge around a council, mayor, staff relationship, procedural dispute, public-participation conflict, or governance restructuring.

When media commentary focuses heavily on personalities, tone, blunt comments, walkouts, procedural conflict, or interpersonal drama, councils should pause and ask whether the public is being shown the full structural picture.

What power is being shifted?

Who benefits from the shift?

What checks and balances are being reduced?

Why now?

What role does provincial pressure play in the broader governance climate?

What is being reported, and what is being left out?

A local government facing a provincial adviser should not be left alone to determine what is normal, excessive, or politically dangerous. Municipalities should compare notes, preserve records, share experiences, and develop professional strategies for protecting local democratic accountability.

---

## WHEN MEDIA NARRATIVES BECOME GOVERNANCE TOOLS

The SD61 case shows that media narratives can become governance tools.

A public body can be framed as ideological, dysfunctional, unreasonable, or unsafe. Guests can repeat vague claims without being asked for evidence. Local leaders can be turned into symbols of disorder. Public confidence can be weakened before formal decisions are made. By the time an intervention occurs, much of the public may already be conditioned to accept it.

This is not about shielding elected officials from criticism. It is about ensuring criticism does not become a substitute for evidence, and that personality-based narratives do not distract the public from governance changes with long-term consequences.

Local leaders should not wait for perfect information before defending fair process. When a public figure is being smeared, especially where police-linked institutions, media amplification, or senior-government pressure may be involved, mayors and councils can still say: show the evidence, disclose the communications, declare the conflicts, and stop using reputation as a substitute for proof.

When media coverage appears one-sided, residents and local leaders can ask for corrections, request balanced coverage, engage media standards bodies where appropriate, and support independent reporting that asks harder questions. When public officials are attacked without evidence, communities can demand specific examples rather than accepting vague claims that someone was “difficult,” “uncooperative,” or “problematic.”

That is how a community stops a smear campaign from becoming policy.

---

## THE SAME PATTERN ACROSS DIFFERENT ISSUES

This connects directly to the issues I have raised in previous letters.

When ten South Island municipalities stood together against unfair E-Comm downloading, they demonstrated that unity can force accountability into the open. When municipalities question centralized emergency communications, they are asking who controls public safety, who pays for it, and who answers when the system fails.

When communities face RCMP contract-policing structures where local democratic oversight is limited, they are asking whether local residents can meaningfully govern the services they fund.

When Crown disclosure burdens created by senior institutions are downloaded onto municipalities through new staffing pressures, municipalities are entitled to ask why local taxpayers should pay to solve administrative bottlenecks they did not create.

When environmental contamination concerns are hidden behind federal or provincial control, municipalities are entitled to ask whether public health is being protected or managed through silence.

And when tragedies occur — whether in Saanich, Lapu-Lapu, Tumbler Ridge, or elsewhere — municipalities are entitled to demand evidence before blame, transparency before narrative, and structure before scapegoating.

The common thread is accountability.

---

#### PROTECTING THE VULNERABLE BEFORE HARM OCCURS

Accountability must also include how communities respond when vulnerable people are smeared, disbelieved, isolated, or left without protection.

In my earlier letter regarding potential collusion concerns in Kamloops, I described a situation involving a vulnerable woman connected to a home where police and bylaw, according to the RCMP, had more than 100 calls for service over several years. I warned that she had reached out for help, that she was being exploited during a serious medical and family crisis, that stolen goods and disorder were accumulating, and that a serious incident could occur if police continued to turn a blind eye.

That concern was not abstract. One incident that had been described in the attached RCMP correspondence involved stolen property reportedly being tracked by GPS to the home. Police attended, spoke with apparent residents, left without immediately recovering the stolen item, and later returned after stolen goods had been placed in a bag at the end of the driveway. In the context of more than 100 calls for service, this raises a serious question: if that situation did not trigger a warrant application, surveillance, escalation, or stronger coordinated intervention, were police in Kamloops trying to turn a blind eye? What threshold were they waiting for?

Later, someone died at that home. The state's response then appeared to shift toward civil forfeiture, investigating victims, and painting the vulnerable homeowner as the problem rather than asking why meaningful protective intervention had not occurred sooner. The vulnerable woman was further charged in relation to stolen goods, despite the broader context suggesting she may have been exploited by others. I was also investigated by local municipal police in relation to the incident and later charged with harassing communications after trying to explain my side of events during calls that police had invited, then repeatedly disconnected without meaningful reason or explanation.

That situation is not identical to SD61 or to any local governance dispute. But it is connected by a shared moral failure: powerful systems can appear to tolerate harm while it grows, then act quickly to protect themselves once the consequences become visible.

The same pattern can appear in public life. When a woman in elected office is subjected to a sustained reputational attack, local leaders should *not* wait until a court vindicates her before asking whether the public narrative is fair.

Nicole Duncan and the SD61 trustees were not proven reckless by the public narrative against them. They were vindicated after standing together through it. The board did what educators are supposed to do: they resisted tribalism, protected students, acted on evidence, defended democratic process, and refused to let social sorting decide whose safety mattered.

Smear campaigns are not only reputational attacks. They are governance tools. They teach the public who is allowed to lead and who is to be treated as disposable. They discourage others from running for office. They make vulnerable people quieter. They make honest leaders more isolated.

Former Saanich Mayor Richard Atwell also raised concerns years ago about the way police and media narratives were used against him while he was in office. Whether one agrees with every claim made in that case or not, municipalities should now be able to see the pattern more clearly: local leaders who challenge institutional power can be stigmatized, mocked, isolated, and reframed as the problem.

The SD61 revelations should change how every council responds to that tactic.

---

#### A CALL FOR MUNICIPAL SAFEGUARDS

I am not asking municipalities to reach criminal conclusions today. I am asking you not to wait until a court has to force the truth into the open before recognizing the pattern.

Every municipality should now review its relationship with provincial special advisors, external consultants, police-linked safety experts, housing advisors, and so-called independent reviews. This is especially urgent for local governments already dealing with provincial intervention, policing disputes, emergency-service downloading, housing mandates, environmental concerns, school-board disputes, or governance reviews.

At minimum, municipalities should consider adopting the following safeguards:

1. Require full conflict-of-interest disclosures from all provincial special advisors, housing advisors, consultants, safety experts, review-panel members, and organizations presented as independent experts.
2. Require written mandates for any special advisor or provincial appointee, including clear limits on authority, reporting obligations, communication rules, and public transparency requirements.
3. Request preservation and disclosure of communications between all senior officials, agencies, consultants, special advisors, housing advisors, and external stakeholders involved whenever local democratic authority is being challenged.
4. Refuse to treat police-linked, consultant-linked, or politically connected organizations as neutral simply because they are described as “experts.”
5. Use UBCM and regional tables to share experiences with special advisors, independent reviews, cost-downloads, provincial pressure tactics, housing mandates, and media narratives used against elected officials.
6. Establish a shared municipal protocol for special advisors and provincially ordered reviews, including intake procedures, communication logs, conflict disclosures, council briefings, public updates, and peer support from other municipalities that have already experienced similar interventions.
7. Demand a fully independent public inquiry or review into the SD61 process, including Ministry communications, police communications, advisor independence, consultant conflicts, the role of Safer Schools Together, and the decision-making that led to the removal of an elected board.

8. Develop community standards for responding to reputational attacks against elected officials, especially women, senior citizens and other leaders who may be targeted through stigma, mockery, or vague allegations instead of evidence.
9. Identify leadership skills in the community and encourage credible local leaders, educators, advocates, workers, parents, and residents to run for municipal and school-board office so that communities are not left dependent on insider networks or recycled institutional narratives.
10. Support mentorship between experienced and new candidates so that fresh faces can enter public life without being isolated, smeared, or captured by existing power networks.

---

#### CONCLUSION: THE REAL PRICE IS BECOMING VISIBLE

The upcoming municipal election cycle is an opportunity to strengthen local democracy before more damage is done. Fresh candidates should be encouraged. Experienced leaders should mentor them. Councils should speak with one another openly. Communities should ask who is defending local authority and who is quietly accepting centralized control.

The SD61 trustees have shown what democratic resilience looks like. They stood together under extraordinary pressure, and they were vindicated. Municipalities should honour that example by making sure no local government, school board, or elected official is ever again isolated and overpowered through hidden coordination, reputational attacks, or the misuse of supposedly independent processes.

This is not about left or right. It is not about one school board, one municipality, one ministry, or one mayor. It is about whether democratic institutions in British Columbia still belong to the people who elect them.

It is also about whether communities are willing to protect the vulnerable before harm occurs, not only express regret afterward. That includes vulnerable homeowners, victims of exploitation, families in crisis, students affected by school policing, women in public life, and elected leaders who are smeared for refusing to comply with institutional pressure.

Bad actors rely on tribalism. They rely on communities dividing quickly, judging quickly, and abandoning people before evidence is known. The SD61 trustees and their supporters taught the opposite lesson. They showed that unity, evidence, and courage can defeat a false narrative.

That is a lesson worth carrying into every council chamber in this province.

British Columbians already pay some of the highest costs for housing, energy, insurance, policing, emergency services, and basic survival. But the deeper price is now becoming visible: loss of democratic control, weakened trust, endangered children, vulnerable people left unprotected, and public institutions that appear more focused on protecting themselves than protecting people.

That price is too high.

Municipalities remain the closest democratic institutions to the people. That gives you both a burden and an opportunity. By standing together, demanding transparency, defending fair process, protecting vulnerable people, sharing information about special advisors, and refusing to accept false independence at face value, you can help restore public trust before more harm is done.

Thank you for your service to your communities, and for your continued attention to these issues.

Respectfully,

Philip Perras

[REDACTED]

Victoria, BC

[REDACTED]



**Shae Spittle**

**From:** Sanjiv Shrivastava  
**Sent:** Thursday, June 4, 2026 12:19 PM  
**To:** corporateservices; Stephanie Munro; Dianna Plouffe  
**Subject:** FW: [External] Physician Recruitment Successes on the Saanich Peninsula

DISTRICT OF NORTH SAANICH  
 CAO  
 Corporate Officer

JUN 04 2026

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Referred to:  
 Director

CC:  
 Mayor and Council  
 CAO, CO

HN  
 June 15

Good morning Stephanie /Corporate services

Could you please include below the email from SPHF as correspondence for information for the upcoming council meeting.

Kind regards,  
Sanjiv

**From:** Heather Edward <heather.edward@sphf.ca>  
**Sent:** June 4, 2026 12:01 PM  
**To:** Sanjiv Shrivastava <sshrivastava@northsaanich.ca>  
**Subject:** RE: [External] Physician Recruitment Successes on the Saanich Peninsula

You don't often get email from [heather.edward@sphf.ca](mailto:heather.edward@sphf.ca). [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sanjiv,

Thank you for your kind words.

We would appreciate the messaging being shared in council. We have shared the success of the program with all councillors but welcome it being shared in a public setting.

Kind regards,

Heather



**Heather Edward**

Chief Executive Officer

**Saanich Peninsula Hospital & Healthcare Foundation**

**HOSPITAL OFFICE:**  
2166 Mount Newton X Road  
Saanichton BC V8M 2B2  
Phone: 250-656-2948

**SIDNEY OFFICE:**  
9769 Fifth Street, Unit A2  
Sidney BC V8L 2X1  
Phone: 250-656-2948

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**From:** Sanjiv Shrivastava <[sshrivastava@northsaanich.ca](mailto:sshrivastava@northsaanich.ca)>  
**Sent:** Thursday, June 4, 2026 11:53 AM  
**To:** Heather Edward <[heather.edward@sphf.ca](mailto:heather.edward@sphf.ca)>  
**Subject:** RE: [External] Physician Recruitment Successes on the Saanich Peninsula

Good morning Heather,

Congratulations on making critical strides toward building a healthy and well-cared-for community within the Peninsula region and beyond. The foresight and initiatives taken by SPHF in providing a higher quality of life and wellness for the community deserve applause and support from all levels of government, both local and provincial, as well as community well-wishers, donors, and the benefactors of the physicians who make the Peninsula their home.

SPHF is proving to be a quintessential bearer of wellness for the residents. I would also like to welcome the new physicians to the area and wish them and their families success and happy times as they assimilate into our community.

With deepest appreciation to SPHF and to you in particular, Heather, thank you.

Kind regards,  
 Sanjiv

PS: Would it be okay, if this information is shared as part of the council agenda package?

**From:** Heather Edward <[heather.edward@sphf.ca](mailto:heather.edward@sphf.ca)>  
**Sent:** June 4, 2026 9:56 AM  
**To:** Sanjiv Shrivastava <[sshrivastava@northsaanich.ca](mailto:sshrivastava@northsaanich.ca)>  
**Subject:** Physician Recruitment Successes on the Saanich Peninsula

You don't often get email from [heather.edward@sphf.ca](mailto:heather.edward@sphf.ca). [Learn why this is important](#)

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Dear Councillor Sanjiv Shrivastava,

The Saanich Peninsula Hospital and Healthcare Foundation (SPHFF) would like to provide a brief update on how we are supporting primary health care in our community through our Healthcare Assist Recruitment Program (HARP). We have shared the program's success with senior leaders of the MOH team and other healthcare organizations across Canada. As our local governing leaders, we felt you would enjoy hearing how the primary care of your residents is being met by the Foundation through the generosity of our donors.

We are pleased to share that we have successfully funded the recruitment of 13 family physicians to our region, each forming their panel based on the health connect registry:

1. [REDACTED] - Arrived
2. [REDACTED] - Arrived

3. [REDACTED] – Arrived
4. [REDACTED] – Arrived
5. [REDACTED] – Arrived
6. [REDACTED] – Arrived
7. [REDACTED] – Arriving June 4
8. [REDACTED] – Arriving July
9. [REDACTED] – Arriving July
10. [REDACTED] – Arriving August
11. [REDACTED] – Arriving September
12. [REDACTED] – Arriving October
13. [REDACTED] – Arriving October

In addition, we are actively recruiting eight more physicians. With the additional eight physicians, since independently launching this initiative in 2025, the Foundation will have supported the recruitment of a total of 21 physicians to our region. Seven of the additional eight will be net new physicians and one will be replacing a physician who is retiring with a very specific cultural set of patients. The Health Connect Registry in our region should be almost eliminated by the completion of the recruitment of new family physicians.

Our investment in recruiting these 21 physicians is approximately \$850,000. To further support their transition into the community, we have also provided each physician with an optional two-year, \$20,000 loan to assist with relocation expenses, licensing fees, and other associated costs. About one third of the physicians recruited accepted the loan.

Part of the initial HARP agreement indicated each clinic owner, or governing board, would permit the recruited family physician to be part of the Doctor of the Day Program at Saanich Peninsula Hospital. Of course, the position is not guaranteed; the physician would have to participate in the selection process to be a member of the DOD team which is overseen by Island Health through the leadership of the SPH Physicians group. I have recently reached out to this leadership team at SPH to remind them there are a potential 21 physicians that could join the ranks of the DOD team at SPH with some already inquiring as to the formal process to participate.

This initiative represents a significant contribution to strengthening primary care in our region and has resulted in the recruitment of the largest number of new physicians to the community. We are deeply grateful to our donors for making this work possible and to the physicians who have chosen to relocate their families and dedicate their expertise to caring for our community.

Kind regards,

Heather



**Heather Edward**

Chief Executive Officer

**Saanich Peninsula Hospital & Healthcare Foundation**

**HOSPITAL OFFICE:**  
2166 Mount Newton X Road  
Saanichton BC V8M 2B2  
Phone: 250-656-2948

**SIDNEY OFFICE:**  
9769 Fifth Street, Unit A2  
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**Lyndsay Alexander**

**From:** David Balaban [REDACTED]  
**Sent:** Friday, June 5, 2026 2:21 PM  
**To:** corporateservices  
**Cc:** Peter Jones; Phil DiBattista; Kristine Marshall; Jack McClintock; Irene McConkey; Sanjiv Shrivastava; Celia Stock  
**Subject:** Council Behaviour

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 Corporate Officer  
 JUN 05 2026  
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 Mayor and Council  
 P. CLARKE

HN  
June 15

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

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To North Saanich Council,

I write as a concerned resident regarding the officers' bylaw passed on May 27, and the conduct of certain council members throughout this process.

On procedure: a motion defeated 4-3 on December 15, 2025, was revived, rushed through three readings at a special meeting on May 27, with little opportunity for meaningful public engagement. Councillor Marshall said it plainly — the community has not received an adequate explanation for the change, nor a compelling reason for the urgency. When asked directly what had changed since the bylaw's original adoption in 2023, Mayor Jones declined to answer, calling it "a loaded question." Residents deserved better than that.

On the mayor's conduct: threatening legal action against a resident during the public participation period — for referencing a meeting that, by the resident's account, was never characterized as private or off the record — is a serious matter. Whatever one's view of that exchange, deploying the language of litigation against a citizen exercising their right to address council has a chilling effect on public discourse. It is beneath the office and inconsistent with the democratic norms this district expects its elected officials to uphold.

On the substance of the bylaw: I hold no settled view on whether centralizing disciplinary authority over officers in the hands of the CAO is sound governance. Reasonable people can disagree, and "best practices" is not a neutral standard — it is contested and context-dependent. Councillor Shrivastava's point deserves to stand on the record: without officer redundancy, governance becomes fragile. That concern, and others raised by residents over several weeks, warranted real public deliberation before enactment — not interruptions, walkouts, and a rushed third reading.

This is the kind of process we associated with a previous era of North Saanich governance. I had believed this council held itself to a higher standard.

To Mayor Jones and Councillors McClintock, DiBattista, and Stock: your conduct throughout this matter — the silencing of public participation, the legal threat, the refusal to engage with legitimate questions about intent and process — has consequences. You have not merely lost my confidence. You have lost my vote, should any of you stand in the October municipal election.

My respect and my gratitude to Councillors Marshall, McConkey, and Shrivastava for holding the line.

Sincerely,

David Balaban

North Saanich, BC [REDACTED]



**Shae Spittle**

**From:** Dena Arkell  
**Sent:** Tuesday, June 9, 2026 8:27 AM  
**To:** corporateservices  
**Cc:** Ben Martin  
**Subject:** Council Meeting Agenda Item  
**Attachments:** Hamish - Food Hub Pivots.pdf, Hamish - Food Duds.pdf

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cc:  
 Mayor and Council  
 CAO

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Res.*

Good morning,

Would you please add these 2 articles to the upcoming Council Meeting Agenda?

Thank you,



**Dena Arkell**  
 Administrative Assistant  
 Infrastructure Department  
 250-655-5460  
 District of North Saanich  
 1620 Mills Rd, North Saanich, BC V8L  
 5S9



The District of North Saanich conducts its business within the traditional territories of the W̱SÁNEĆ people, including but not limited to BOKEĆEN (Pauquachin), W̱SIKEM (Tseycum), STÁUTW̱ (Tsawout), W̱OLELP (Tsartlip), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

**From:** Hamish Crawford [REDACTED]  
**Sent:** Monday, June 8, 2026 5:01 PM  
**To:** Dena Arkell <dena.arkell@northsaanich.ca>  
**Subject:** Re: Food Hub Discussion

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Dena.  
 Yes, looks good.  
 Hamish Crawford  
 Highland House Farm  
 [REDACTED]  
 Sent from my iPad

On Jun 8, 2026, at 10:49 am, Dena Arkell <[dena.arkell@northsaanich.ca](mailto:dena.arkell@northsaanich.ca)> wrote:

Good morning Hamish,

Following your discussions with Ben Martin, please confirm whether you would like the attached articles added to the council meeting agenda.

Thank you,

<image001.png>

<image002.png><image003.png>

**Dena Arkell**

Administrative  
Assistant

Infrastructure  
Department

[250-655-5460](tel:250-655-5460)

District of North Saanich  
1620 Mills Rd, North  
Saanich, BC V8L 5S9

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<Hamish Food Hub Articles.pdf>

<Hamish Food Hub Articles.pdf>

COUNTRY LIFE IN BC

JUNE 2026 | 11

# Food hub pivots to processing operations

## Single operator set to take over, operate facility

KELLY SINOSKI

**KAMLOOPS** - The Kamloops Food Hub, The Stir, is transitioning from a shared kitchen to a food-processing and distribution model to ensure it remains sustainable.

Kamloops Food Policy Council (KFPC) co-executive director Kent Fawcett says the board made the decision to close the shared kitchen May 1 after months of engagement with community partners, peers across the food hub network and guidance from a professional social enterprise advisor.

Businesses, or "stir makers," who had shared the kitchen were aided in finding new spaces to operate, he says.

"It's kind of just a reality check. We want to make sure the Kamloops Food Policy Council is secure in the long term," Fawcett says, noting KFPC just celebrated its 30th anniversary. "We just didn't have the market here to support it; we don't have a client base doing value-added processing and things to give us consistent revenue to cover the costs. It ends up being KFPC subsidizing that gap. It's too big, too soon, for what's here."

The BC Food Hub Network includes 12 regional food processing and innovation hubs across BC, either operating or under development.

The Kamloops food hub pilot project began in 2022 with \$800,000 from the BC Ministry of Agriculture and Food to provide food storage facility rentals, business mentorship and support to local food entrepreneurs in the Kamloops region. Success

stories cited on the hub's website include The Donut Hole, Splatter Batter Baking Co. and Enchanted Artisan Cookies.

Fawcett says it was always envisioned The Stir would eventually become its own co-op or a separate entity and be self-sustaining.

Part of the issue, he says, is too many people, although passionate, are coming to The Stir with limited knowledge of what it takes to run a business. He believes there's a need for a food business school to offer specialized expertise in making value-added products.

"The infrastructure is needed but also access to business planning mentorship to get these businesses going, and access to founders and investors, so when people come to The Stir, they have their two-year business plan and financials and loan and investments for cash flow," Fawcett says. "We've never seen that."

The program was also run on grants, which Fawcett says is not feasible, as it costs almost \$10,000 just to keep the lights on.

KFPC's one-acre Urban Farm closed last year because of a similar issue.

"There needs to be an entrepreneur-sustainable model, not one run on grant funding," he says. "Grants should go to research, not operations."

A local food processor and distributor, to be announced, will take over the facility. KFPC will remain a partner while stepping back from direct facility management to focus on other areas that will have a greater impact across the



Entrepreneurs used the shared kitchen at The Stir before the Kamloops Food Policy Council closed that model May 1 in favour of food processing and distribution. SUBMITTED

food system.

This includes initiatives like Grow & Connect, a collaborative regional food distribution project that aims to strengthen connections across the regional food system rather than relying on a single physical space, Fawcett says.

"This shift allows us to prioritize work that addresses

broader gaps we continue to see, particularly around food distribution, coordination, and the support systems needed to help food businesses start up and scale sustainably through access to business planning, mentorship, funding and investment," he adds.

Fawcett says KFPC will also focus on the need to

communicate to people the importance of buying local to help regional businesses thrive. KFPC is also building a database of commercial-kitchen spaces in Kamloops.

"How do we fix this landscape to get the businesses ready to start?" he says. "That demand needs to be there to help these businesses succeed."

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## Food duds

It sounded good at the time. In 2018, the BC Ministry of Agriculture and Food announced the BC Food Hub Network “to support the processing, packaging and marketing of BC food products and build links between local food processors and new technologies.” It checked all the boxes as part of an emphasis on growing the local agriculture sector and supporting innovation and the embrace of agritech.

The following year, funds began flowing, with hundreds of thousands of dollars granted 16 communities for feasibility studies and implementation funding for projects at 14 sites.

The province recently handed the BC Food Hub Network – with just 12 of the original 30 hubs envisioned operating – to the trade association BC Food and Beverage.

What happened?

A paper published last month in the *Journal of Agriculture, Food Systems, and Community Development* notes, “questions have been raised in the literature surrounding the longevity, stability and performance” of food hubs. One of the authors, Lindsay Harris, supported the initiation and implementation of The Stir food hub in Kamloops, whose challenges reporter Kelly Sinoski covers in this issue.

The Stir offers helpful insights, both to Harris’ audience in the academic community, and the province, should it undertake similar initiatives in the future.

“We just didn’t have the market here to support it,” Kamloops Food Policy Council co-executive director Kent Fawcett says. “It’s too big, too soon for what’s here.”

In short, provincial ambitions ran smack into local realities and lacked an understanding of the market those ambitions were attempting to serve. Build it, and people don’t always come; sometimes, they’re just not there. Yet.

Still, there are the visionaries who have, like the government, the ambitions a food hub could support but lack a viable business plan.

Supporting entrepreneurs is often less a case of providing infrastructure than providing technical support – in the case of growers, agrolgists to support crop growth; in the case of value-added processors, the management training



needed to grow their businesses.

This is where programs such as the Investment Agriculture Foundation of BC’s new AgriHR toolkit fill a need, providing the document templates and human resources counselling needed to deal with scenarios as they arise.

Many of us just need a bit of guidance to succeed. This is where old-style extension services filled a need. Developing more programs like that could have a bigger pay off than the millions invested in infrastructure for the untrained.