

**District of North Saanich
Regular Meeting of
Agriculture and Food Security Advisory Committee
Wednesday, June 10, 2026, at 10:00 a.m.
Council Chambers
1620 Mills Road, North Saanich**

*Public can view the meeting live using the District's livestreaming feature at:
northsaanich.ca/council-meetings*

AGENDA

1. **CALL TO ORDER**
2. **FIRST NATIONS TERRITORY ACKNOWLEDGEMENT**
3. **INTRODUCTION OF LATE ITEMS**
4. **APPROVAL OF AGENDA**
5. **ADOPTION OF MINUTES**
 - (a) Draft minutes of the Agriculture and Food Security Advisory Committee meeting held May 6, 2026, at 10:00 a.m.
[2026-05-06 AFSAC Minutes \(Draft\)](#) 5 - 10
6. **REPORTS**
 - (a) **Council Liaison Reports**
Verbal update from Councillor Shrivastava
 - (b) **Staff Liaison Report**
Verbal update from B. Webster, Director of Financial Services & IT.
 - (c) **Harvest Hub Update** 11 - 13
Verbal update from Staff Liaison, B. Webster, Director of Financial Services & IT.
[2026-05-13 Harvest Hub Working Group minutes](#)
[2026-05-26 Harvest Hub Working Group minutes](#)
 - (d) **Agriculture and Food Security Working Group** 15 - 35
January 23, 2026, Event Notes
[AFSWG - Transcribed Notes](#)
7. **UNFINISHED BUSINESS**
 - (a) **Zoning Bylaw Update**

**AGRICULTURE AND FOOD SECURITY
ADVISORY COMMITTEE AGENDA**

June 10, 2026

Verbal update from J. Calenda, Interim Director of Planning and Community Services

Link to Reference Materials:

[PCS-26-011 - Zoning Bylaw Update](#)

[Attachment 1](#)

[Attachment 2](#)

[Attachment 3](#)

[DNS Zoning Bylaw Presentation](#)

(b) **Establishment of Quality of Life & Age-Friendly Community Working Group discussion**

Link to Reference Materials:

[2026-04-13 NOM re: Quality of Life and Age-Friendly Community Working Group](#)

(c) **Temporary Use Permit - 10555 West Saanich Road**

Verbal update from T. Parkes, Senior Planner

February 23, 2026, Regular Council Meeting - Council's Motion regarding the Temporary Use Permit Application TUP 2026-01 - 10555 West Saanich Road - Delay RA- 1 Zone Enforcement, Staff Report No. PCS-26-008, from T. Parkes, Senior Planner.

"That Council direct staff to temporarily suspend enforcement of Zoning Bylaw No. 1255, Section 501.1.1. Rural Agricultural 1 (RA-1) zone, Permitted Uses regulations thereby allowing both the property tenant and the property owners of 10555 West Saanich Road to continue Film Production use while Temporary Use Permit TUP 2026-01 is being reviewed by staff and prepared for presentation to committees and Council."

(d) **Sandown Land Walking Group**

Verbal update from B. Greene

[2026-04-20 Sandown Walkabout Notes](#)

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8. MOTIONS AND NEW BUSINESS

(a) **Proposed Recreation Facility in Central Saanich**

At the May 11, 2026, Regular Committee of the Whole meeting, Council passed the following motion:

"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

**AGRICULTURE AND FOOD SECURITY
ADVISORY COMMITTEE AGENDA**

June 10, 2026

Committee, Agriculture and Food Security Advisory Committee, and the Healthy Community Living Advisory Committee for input."

Links to Reference Material:

[2025 Peninsula Recreation Commission Needs Assessment](#)
[Panorama Recreation 2022-2026 Strategic Plan](#)

(b) New Terms of Reference

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At the May 25, 2026, Regular Council meeting, Council passed the following motion:

"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."*

Links to Reference Material:

[COU-149 AFSAC Terms of Reference](#)
[COU-150 CPAC Terms of Reference](#)
[COU-148 HCLAC Terms of Reference](#)

(c) Mid-year check-in

Committees to prepare mid-year check-ins for presentation at the August 17, 2026, Regular/Committee of the Whole meeting.

9. ADJOURNMENT

**Subject to Adoption
 District of North Saanich
 1620 Mills Road
 Minutes of the Agriculture and Food Security Advisory Committee
 Wednesday, May 6, 2026, at 10:00 a.m.**

- | | | |
|-------------------|--|---|
| PRESENT: | Acting Chair | B. Greene
G. Warner
D. Lavender
T. Chow
K. Thomas |
| ABSENT: | | P. Chandler
A. Todd |
| ATTENDING: | Staff Liaison
Council Liaison
Chief Administrative Officer
Senior Planner
Planner
Recording Secretary | B. Webster
S. Shrivastava
S. Munro
T. Parkes
M. DiVidi
M. Lint |

1 CALL TO ORDER

Acting Chair, B. Greene, called the Agriculture and Food Security Advisory Committee to order at 10:01 a.m.

2 FIRST NATIONS TERRITORY ACKNOWLEDGEMENT

T. Chow recognized and acknowledged the WSÁNEĆ people on whose traditional territory we live, we learn, and we do our work.

3 INTRODUCTION OF LATE ITEMS

The following late items were presented to the Committee:

Pertaining to:

- Item No. 8(a) - MOTIONS AND NEW BUSINESS
 - Correspondence received by Corporate Services pertaining to the establishment of a Tree Bylaw Working Group
- Item No. 8(a) - MOTIONS AND NEW BUSINESS
 - Establishment of a Tree Bylaw Working Group - North Saanich Tree Protection Bylaw No. 1548, 2022, for reference

4 APPROVAL OF AGENDA

MOVED BY: G. Warner
 SECONDED BY: D. Lavender

- 26 That the May 6, 2026, Agriculture and Food Security 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

Draft minutes of the Agriculture and Food Security Advisory Committee meeting held April 8, 2026.

MOVED BY: T. Chow

SECONDED BY: D. Lavender

- 27 That the minutes of the Agriculture and Food Security Advisory Committee meeting held April 8, 2026, be adopted as amended.

CARRIED UNANIMOUSLY

6 REPORTS

a) Council Liaison Report

Verbal report from Councillor Shrivastava

Councillor Shrivastava provided a verbal update highlighting the following:

- Proposed Recreation facility in Central Saanich
- Financial Bylaws approved by Council for adoption
 1. *North Saanich Financial Plan Bylaw No. 1598, 2026;*
 2. *North Saanich Tax Rates Bylaw No. 1599, 2026;*
 3. *North Saanich Water Rates and Regulation Bylaw No. 118 (1971), Amendment Bylaw, 2026, No. 1600; and,*
 4. *North Saanich Sanitary Sewer System Regulation Bylaw No. 1164 (2008), Amendment Bylaw, 2026, No. 1602,*
 5. *North Saanich Deep Cove Sewer Collection System Parcel Tax Amendment Bylaw, 2026, No. 1605.*

b) 2023-2026 Strategic Plan Update

Staff Report No. CS-26-018, from S. Munro, Chief Administrative Officer

The Chief Administrative Officer, gave an overview of the 2023-2026 Strategic Plan, highlighting the following:

- Zoning Bylaw Update
- Noble Garden Plan
- Climate Action Plan

The Chief Administrative Officer responded to questions and comments from the Committee:

- Strategic Plan review
 - Preservation of agricultural character Official Community Plan review of North Saanich
 - Staff capacity
 - Emergency Services
 - Quality of Life survey including a section regarding agriculture
 - Development of a long-term plan for the agricultural potential of Sandown on workplan
-

c) Zoning Bylaw Update

Staff Report No. PCS-26-11, from F. Mazzoni, Director of Planning and Community Services

T. Parkes, Senior Planner and M. DiVidi, Planner, delivered a PowerPoint presentation which highlighted the following:

- Carriage Houses and Guest Cottages
- New zones including Multi-Family Residential, Townhouse Residential, Commercial/Residential Mixed Use
- Parking concerns
- Property and Development rights with the opportunity for densification
- Short-Term Rentals framework

T. Parkes responded to questions from the Committee, which highlighted the following:

- Accommodation for existing green space as new structures are built with intention to maintain native plantings
- Housing Needs Assessment development was contracted based on the province's criteria
- Clearer definition on Greenhouses
- Proposed for principle dwelling on ALR land: One (1) allowable secondary suite within the main dwelling, and one (1) additional dwelling unit (size inclusive)

MOVED BY: B. Greene

SECONDED BY: T. Chow

- 28 That the May 6, 2026, Agriculture and Food Security Advisory Committee meeting be extended by 30 minutes.

CARRIED UNANIMOUSLY

MOVED BY: G. Warner

SECONDED BY: K. Thomas

- 29 That the Agriculture and Food Security Advisory Committee recommends the home sizes of principal residence sizes on ALR land be reduced from 5000 square feet to 3500 square feet.

CARRIED UNANIMOUSLY

MOVED BY: G. Warner

SECONDED BY: T. Chow

- 30 That the Agriculture and Food Security Advisory Committee recommends to Council support for secondary residences on ALR land up to and not exceeding 90 square metres.

CARRIED

OPPOSED: K. Thomas

MOVED BY: B. Greene

SECONDED BY: T. Chow

- 31 That the Agriculture and Food Security Advisory Committee recommend to Council increasing the allowable maximum height of fencing on properties over half (0.5) an acre be increased to 8 feet, and the form to be determined.

CARRIED

Agriculture and Food Security Advisory Committee

2026-05-6

OPPOSED: D. Lavender

MOVED BY: B. Greene

SECONDED BY: K. Thomas

- 32 That the Agriculture and Food Security Advisory Committee does not support increasing the maximum allowable persons from 6 to 8 for occupancy in a principal residence, and from 4 to 6 in the additional dwelling unit.

CARRIED UNANIMOUSLY

d) Staff Liaison Report

Verbal update from B. Webster, Director of Financial Services & IT

This item is deferred to the June 10, 2026, Agriculture and Food Security Advisory Committee meeting due to time constraints.

e) Harvest Hub Report

Verbal Report from Staff Liaison, B. Webster, Director of Financial Services & IT.

This item is deferred to the June 10, 2026, Agriculture and Food Security Advisory Committee meeting due to time constraints.

7 UNFINISHED BUSINESS

There was no unfinished business.

8 MOTIONS AND NEW BUSINESS

a) Establishment of a Tree Bylaw Working Group under the auspices of the Community Planning Advisory Committee.

At the April 13th, 2026, Regular Council meeting, Council passed the following motion:

"That Council:

Establish A Tree Bylaw Working Group under the auspices of the Community Planning Advisory Committee of the District of North Saanich; and further,

The Working Group be composed of:

The Council Liaison from the Agriculture and Food Security Advisory Committee, the Community Planning Advisory Committee, and the Healthy Community Living Advisory Committee; and

Two (2) appointed members, to be appointed by each committee, from the Agriculture and Food Security Advisory Committee, the Community Planning Advisory Committee, and the Healthy Community Living Advisory Committee; and further,

The mandate of the Working Group shall be to:

Review existing tree protection bylaws and best practices from comparable jurisdictions;

Consider the impacts of tree regulation on agriculture, environment, public and private property;

Engage with residents and relevant interest holders as appropriate; and

Provide recommendations to Council through the Community Planning Advisory Committee; and,

The Working Group report back to Council with recommendations by June 30, 2026."

MOVED BY: B. Greene

Agriculture and Food Security Advisory Committee

2026-05-6

SECONDED BY: K. Thomas

- 33 That the Agriculture and Food Security Advisory Committee supports the establishment of a Tree Bylaw Working Group, and appoint D. Lavender, T. Chow and K. Thomas to the Tree Bylaw working group.

CARRIED UNANIMOUSLY

b) Establishment of a Quality of Life and Age-Friendly Community Working Group

At the April 13, 2026, Regular Council meeting, Council passed the following motion:

*"That Council:
 Establish a Quality of Life and Age-Friendly Community Working Group to provide policy advice and practical recommendations to the Mayor and Council aimed at strengthening the district as an age-friendly community."*

MOVED BY: B. Greene
SECONDED BY: T. Chow

- 34 That the Vice Chair discuss with the Chair and two members not in attendance of the Agricultural and Food Security Advisory Committee, their interest in serving on the Quality of Life and Age Friendly Community Working Group, and report back to staff.

CARRIED UNANIMOUSLY

c) Sandown Land Walking Group, verbal update - B. Greene

- B. Greene provided a verbal report highlighting the following:
- Purpose of the visit was to view location for multi-use trail
 - Equestrian staff indicated areas where the trail may go
 - North side of North fence optimal area for the trail

9 ADJOURNMENT

MOVED BY: T. Chow
SECONDED BY: D. Lavender

- 35 That the Agriculture and Food Security Advisory Committee meeting be adjourned at 12:09 p.m.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT

APPROVED AND CONFIRMED

Agriculture and Food Security Advisory Committee

2026-05-6

Deputy Corporate Officer

Acting Chair



Harvest Hub Working Group – Meeting Minutes

Date: May 13, 2026

Time: 3:00 – 4:50 pm

Location: North Saanich Municipal Hall Committee Room

Attendees

- Barb Webster, Director of Financial Services
- Ben Martin, Director of Infrastructure Services and First Nations Relations
- Sanjiv Shrivastava, Council Liaison to the AgFS Advisory Committee
- Darlene Lavendar, Harvest Hub Working Group
- Bernadette Greene, Harvest Hub Working Group
- Greg Warner, Harvest Hub Working Group
- Peter Chandler, Harvest Hub Working Group

The meeting was called to order at **3:00 pm**.

1. Review minutes of previous meetings

- a. Barb Webster has pursued Ministry of Agriculture funding for Harvest Hub equipment; notification date Fall 2026.
- b. Second workshop being planned with Darren Stott; date to be determined.
- c. Farm Hub Fund available for contributions; no donations other than Greg's.
- d. Discussed how working group may contribute to communications strategy; no tasks assigned. Completion date of Feb 16, 2027 given in recent PNR article likely sourced from original scheduling Gantt chart.

2. Update from Ben Martin

- a. The Harvest Hub Facility Project is on schedule.
- b. Costed list of internal equipment received from consultants under review.
- c. Action Items:
 - i. Notify builder that we will be seeking alternatives to several items (complete)
 - ii. Notify builder to raise east facing retail windows to allow countertop produce display at interior (complete)
 - iii. Notify builder of optional sales counter in retail space for receptacle & data (complete)
 - iv. Notify builder to ensure option to place compressor outside at grade is made available
 - v. Provide IFC (issued-for-construction) drawings showing dimensions, etc. (complete)

3. Update from Barb Webster

- a. The Harvest Hub project is on budget.
- b. Darren Stott has been engaged to assist with refining the Harvest Hub Business Model and the terms of an Expression of Interest (EOI) for an operator.
- c. A second Harvest Hub users workshop will be scheduled following the outcomes of 3 (b).
- d. The development of a job description for the proposed ½ FTE position assigned to the Harvest Hub – in progress.
- e.

4. Working Group action items:

- a. Greg - Provide specifications on Donated Cooler (complete).
- b. Peter – Arrange site visit to Salt Spring Root Food Hub – in progress.
- c. Darlene/Peter/Bernadette - Visit local providers and obtain competing quotes/specs/etc for counter tops, dishwashers, walk-in cooler, retail appliances & cabinetry

Next meeting at the call of the Chair.

Minutes prepared by Peter Chandler.

DRAFT



Harvest Hub Working Group – Meeting Minutes

Date: May 26, 2026

Time: 3:30 – 4:30 pm

Location: North Saanich Municipal Hall Committee Room

Attendees

- Ben Martin, Director of Infrastructure Services and First Nations Relations
- Sanjiv Shrivastava, Council Liaison to the AgFS Advisory Committee
- Darlene Lavendar, Harvest Hub Working Group
- Bernadette Greene, Harvest Hub Working Group
- Greg Warner, Harvest Hub Working Group
- Peter Chandler, Harvest Hub Working Group

The meeting was called to order at **3:35 pm**.

1. Review minutes of previous meetings

- a. Ministry of Agriculture grant funding for Harvest Hub equipment; notification date Fall 2026 - in progress
- b. Second workshop being planned with Darren Stott; date to be determined – in progress
- c. Farm Hub Fund available for contributions, information on District website.

2. Update from Ben Martin

- a. The Harvest Hub Facility Project is on schedule and on budget.
- b. Exploring cost effectiveness of installing solar panels either now or at later date.
- c. Design request to change east-facing windows accommodated by not changing windows but applying window covering from bottom to counter height.
- d. No separate grey water system, waste water from cleaning sinks to septic field via filter.
- e. Evaluating costs of District staffing requirements to operate Harvest Hub for up to five years.
- f. Harvest Hub update report to Council planned for June 15th meeting.

3. Update from Working Group

- a. Darlene and Peter had initial visit to Westcoast Restaurant Equipment May 25. Awaiting quote for new and used equipment, expected week of June 1. Note: delivery times for new walk-in coolers and freezers on order of three to four months.
- b. Peter to arrange visit to discuss operating/business model at the Root Food Hub on Salt Spring Island (scheduled for June 8).
- c. Review of Bernadette's alternative layouts for retail area of Harvest Hub.
- d. Update South Island Prosperity Partnership (SIPP) on potential of Harvest Hub (Sanjiv).

Next meeting at the call of the Chair.

Minutes prepared by Peter Chandler.

**Agriculture and Food Security Working
Group (MOCPAC)
January 23 Event
Transcribed Notes**

Question 1 STRENGTHS

What are the strengths the District of North Saanich (DNS) offers you as a farmer & producer?

- The accessibility is good – can connect to Mayor, Staff and Council should it be needed.
- Council understands your issues – deals with it rationally in a case by case basis.
- Now has the Political will to improve the lot of farmers and agriculture in general.
- People here can afford to buy locally grown food, and Council represents them.
- District is generally committed to working collaboratively with farmers to resolve issues.
- There is an expertise distribution by the District for farmers, and soon to come agricultural database.
- District supports regenerative agriculture and soil remediation efforts.
- The OCP work has shown the importance of Agriculture to our residents and Council.
- Supporting Sandown is a good thing, especially as it supports the ability of young farmers to get into farming, which otherwise they would prohibitively expensive.
- The support of the North Saanich Farmers Market is much appreciated, as is the annual Flavour Trails event.
- District recognizes the value of what farmers are trying to accomplish and will facilitate those efforts.
- Values held here are commensurate with the farming community.
- There is a glimmer of hope for the future.
- The District Planner, Serena, was an amazing asset in helping get permits needed.
- We have not had a farmers-to-farmers meeting in North Saanich, so this event, setup by Council and staff, was much appreciated.
- We have motivated residents that continue to be interested in buying local food.
- Last, but not least, the District continues to provide water to farmers at reasonable rates.

Question 2
WEAKNESSES (p1)

What are the weaknesses you see standing in the way with current DNS policies that may be a hindrance?

- lack of labour
- lack of a place to sell product / food hub / central distribution centre / community-based (i.e: Sandown) production, kitchen, freezer, equipment co-op accessible system available to farmers
- subsidize grants for labour / young agrarians
- decrease red-tape/ bureaucracy
- transportation for workers is limited (coming from other municipalities)

Question 2

WEAKNESSES (p2)

What are the weaknesses you see standing in the way with current DNS policies that may be a hindrance?

- lack of good hub / market here in NS (analyze what we need here / specific needs to NS)
- lack of production hub/ production equipment / production infrastructure / freezer space (i.e kitchen connect)
- composting facility to augment soil / kitchen scrap program (i.e farm to garden organics)
- lack of alignment with NS policies & ALC (i.e fill permits), ALC approvals take too long & are prohibitive
- NS should allow farm worker housing (trailers, etc.) not just on a seasonal basis
- communication between counter staff and senior staff improve the consistency of messaging + application of knowledge (everyone on the same page, standardize the process)
- processes are complex and time consuming + costly
- greenhouse projects are too costly due to requirements
- help keep costs low for farmers/ incentivize farmers

Question 2

WEAKNESSES (p3)

What are the weaknesses you see standing in the way with current DNS policies that may be a hindrance?

- bylaws that require that new buildings can only be built when “old” structures meet the new requirement (no consideration to allowing non-conforming structures)
- setbacks can be prohibitive for some properties
- greenhouses (requirements that plastic has to come off in November. Permits for greenhouse are expensive. Removing plastic is labour intensive.)
- lack of alignment between ALR and District policies (housing) – staff have not been directed to review policies. ALC policies + district policies should be the same. District policies can be more prohibitive than ALC. Clarity + alignment is needed.
- connecting to municipal water (1/2” to 1” to 2”) is very expensive (i.e 1/2” \$5000 to 2” is \$20000, going from 1/2” to 2” is costly)
- lack of affordable housing is making it hard for farmers to find housing + for workers to find housing
- lack of options for housing (trailers, multiple structures / types of housing).

Question 2
WEAKNESSES (p4)

What are the weaknesses you see standing in the way with current DNS policies that may be a hindrance?

- agricultural meters / water is cost prohibitive
- ALC can be a weakness
- more cooperation is needed between those knowledgeable in ALC, Staff and Council
- 0 market land / 0 food hub
- existing buildings can not be used for housing and current rules limit inter-generational farming
- current bylaws create “estates”
- consumers don’t understand the importance of locally produced food / advertising / marketing / education
- we need to understand food security / 4 costs of input (gas, etc.) how to farm in a constrained environment
- sleepwalking (people need to understand the possibility that food insecurity will become a reality)
- what can we do in NS to extract nutrients from biosolids
- lack of municipal water / relying on a well
- no infrastructure left (0 seed, 0 equipment, 0 supplies, loss of equipment dealers)

Question 2

WEAKNESSES (p5)

What are the weaknesses you see standing in the way with current DNS policies that may be a hindrance?

- restrictions on the use of grey water can be a barrier
- setbacks for farm stands are a barrier (farm stands have to be placed in a specific spot which doesn't work for all properties) i.e roadside farm stand
- this is about agriculture but we need to ensure we talk about food security/ food production as well (the next event can we add food production not just ag. Focus)
- consider policies that can incentivize farmers who need to lease land. How do we support farmers who are leasing land? How do we incentivize farmers who want to lease land?
- use non-farmable land for worker housing
- drainage is needed / ditches need cleaning / maintenance is not being done
- how fish-bearing streams are designated
- removal of dead trees along municipal property (maintenance of trees)
- tree bylaw is too prohibitive (allow flexibility)

Question 3
OPPORTUNITIES (p1)

What opportunities could the DNS provide you with that would allow successful initiation or expansion of your producing farmland?

- bylaw change rentals
- other income – to support farmland – cost of building is high – restrictive rules for rentals / worker housing, airbnb / tenant or caretaker / why not use pre-existing buildings
(eg. Housing for family – onerous + expensive. Agritourism)
- Other help: lower amount of money to put in waterlines
- change rule about above ground septic field
- ALR: hook onto sewer system
- reduce number of trees falling on land

Question 3
OPPORTUNITIES (p2)

What opportunities could the DNS provide you with that would allow successful initiation or expansion of your producing farmland?

- municipality needs better drainage support and improve drainage + maintain it
- parking / help allow ingress/ egress
- grants for farm stands
- improve signage for farms
- 1 acre, 2 acres / small acres – surrounded by residential, bylaws to allow animal / increase chickens, don't discourage i.e. encourage production on all properties
- \$\$ allow farmers – educate EVERYONE
- change bylaws to support this example – number [of] animals i.e. – 2 big cows vs. 2 little goats

Question 3
OPPORTUNITIES (p3)

What opportunities could the DNS provide you with that would allow successful initiation or expansion of your producing farmland?

- work with property owners to have animals on property – total number increase
- allow bylaws [to] match animal – welfare/ husbandry recommendations
- education – run farm courses
- website – informative resource for farmers AND visitors
- sandown – could have infrastructure for all small food producers
- daily marketing / coop
- opportunity = leadership
- coordinating with other municipalities – food hub + abattoir
- sustainable model. Educate + support
- too much study
- food regulations

Question 3
OPPORTUNITIES (p4)

What opportunities could the DNS provide you with that would allow successful initiation or expansion of your producing farmland?

- abattoir
- lawn replacement incentives
- rewards systems – food production
- encouragement – pride in food production
- composting facility – eg. Sandown
- structure for sheep without restrictive bylaws (eg. Hiring an engineer)
- farmer reduce cost
- standardize the process / simple easy cheap

Question 3

OPPORTUNITIES (p5, p6, p7)

What opportunities could the DNS provide you with that would allow successful initiation or expansion of your producing farmland?

- opportunity to reduce complexity and reduce cost

(i.e bureaucratic costs are too high percentage [of] project cost, Fees < 5% of engineering project cost – Eg. – duplication of requirements for greenhouse – already engineered eg. Agrologist – for housing)

- feels like the hurdles are too high – as if farming is not wanted

- opportunity to reduce hurdles for farmers

- how about waiving fees to REWARD food production/ make farmers feel welcome

- different regulation for farm building vs. human occupancy

- (streamline) opportunity to reduce time for turnaround for permits + real work (time is money) – counter staff seem less able have autonomy to facilitate these permits

- “LEAN” process

- affordable water ++

- opportunity – [for] more flexible housing (income, farm workers, family, agritourism accomodation, bureaucracy, resume, agrologist (cost)), zoning – outright use

- opportunity -eliminate archaic policy / bylaws

- DN[S] – could become more aligned with ALC (reduce duplication + rework) – could advocate for change with ALC

- encourage – farming measurable in all scales – food + flowers, not limited to size or revenue stream (eg. Fruit trees + more)

Question 3

OPPORTUNITIES (p8 & p9)

What opportunities could the DNS provide you with that would allow successful initiation or expansion of your producing farmland?

- emphasize + support facilitate
- coordinate cooperative activities – group purchases, seeds, wholesale buying , tool sharing, marketing, processing, storage, abattoir, Directory of Services (“Green Pages”)
- provide ongoing data to demonstrate increase food production – maps of where it is. Data base [of] farmers
- provide info about future climate modelling + impacts (flooding, crops, pests) + climate adaptation plan
- support other farming org[anisations] – young agrarians, south island farmer’s institute (event conflict!)
- resources for integrating forestry + farming. Agroforestry – silvopasture – hedgerows
- create a framework to define / incentive/ reward economic value of ecosystems / ecological services / green infrastructure
- use of CRD subsidy for agricultural land (re-invest directly to agriculture (targeted) instead of allocating to general revenues

Question 4 THREATS (p1)

What do you see as the threats to sustaining and increasing productive farmland in DNS?

- lack of water services (x2)
- lack of water (x2) – cost of water service (connection) – leap from 1.5” to 2”
- too much water (x2) – rain events
- drainage (x2) increase risk of flooding – rain events (x2)
- fire risk – lack of water service
- too much regulation for farmers on rural lands
- misunderstood regulations + rules (muni vs. prov vs. fed)
- speed of traffic on farm roads
- heat risks – mitigation
- lack of labour / land / farmers / housing / price of food does not reflect cost of production
- short season farmers market
- DNS does not commit to buying local
- crop viability changes – climate
- greater pathogen + insect population pressure (change lifecycles)
- bioaccumulating contaminants in waterways – monitoring program for noxious chemicals
- no biosolids on land or farmland
- central sells warfarin to North Saanich residents
- ongoing toxicity in food supply – due to chemical use (glyphosate/ roundup)
- what is the role of muni in supporting (x4) organic production

Question 4 THREATS (p2)

What do you see as the threats to sustaining and increasing productive farmland in DNS?

- overuse of: - poly[vinyl] that breaks down into microplastics – used to be able to recycle but cannot anymore – enviro fee on bale wrap but cannot recycle
- marketing of bioplastics – “compostable” plastics/ biodegradable – None are good
- lack of ditch maintenance – back up onto farm fields – engineering – John Rd/ Tatlow Rd, 4+ pipe from sandown to munro to pat bay under the road
- #1 problem drainage
- too much political crap to go through to get nowhere
- horse shit on the road is not good – waterways – dewormer
- cattle manure off the back of a spreader is no threat although residents are complainy**
- hay is considered a dangerous good by BC ferries
- less hay more food – non cultivated pasture only . forage hay.
- horses are not helping food sustainability
- strip land – aggregate – never be agriculture again
- ornaments – removes land from agriculture
- raises cost of land

Question 4 THREATS (p3)

What do you see as the threats to sustaining and increasing productive farmland in DNS?

- ag munis need to work together - not enough budget
- stories of troubles with DNS – building/permitting staff
- apathy – community
- challenge for farmers to have one voice
- threatened by policies created by entities that have no ag. Capacity
- trees vs. farming is a red herring topic
- climate change affecting crop cycles
- global food systems – affecting purchasing cheap food
- effects of carbon tax on farmers
- slave labour vs. livable wage \$25/hr in Peninsula
- economies of scale – small area – marginal soils – small farms
- DNS can level the playing field – 3rd party funder
- farm bucks to subsidize
- lack of awareness in population of farm operations – labour/work
- DNS could build partnerships with schools
- lack of distribution – lack of local buyers – w/sale
- GAP certification – another layer of certification – for sales to grocers
- Work with South Island Farm Hub – Kitchen Connect to build out aggregation center in DNS

Question 5

Restricting tree removal – how might it impact farm sustainability? (p1)

- cost of purchasing land – needs income from the land to be sustainable
- how do trees help food security
- dead & rotten trees off-gas – add to carbon – getting rid of dead trees leaves space for new trees which will better act as carbon sinks
- requires responsible farm mgmt.. – not clear cutting
- tree removal on slopes can lead to erosion, slope instability & sediment control
- alternate species needed that will survive (west. Red cedars at risk) stick to natives (garry oak, doug fir)
- requires farm plan that results in ag. (Process or procedure) – soil survey, agrologist farm plan
- need total site plan showing present & future
- need study showing how much land in ag. Needed to support pop. -decisions made accordingly
- no longer culture of abundance
- perhaps a survey of tree canopy to determine areas that we need to protect (future buyers to consult before buying)
- we're in the business of harvesting sunshine, converting it into energy for humans.
- the trees I removed is being milled, build my farm stand, selling the wood
- not falling on my greenhouses
- will plant other trees, orchard fruit

Question 5

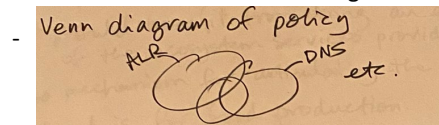
Restricting tree removal – how might it impact farm sustainability? (p2)

- creating biodiversity around my land, all about sustainability getting certified
- build 4 8400 sq.ft. gutter – connect greenhouse
- need balance
- if you cut down a tree you should plant another – in California government will pay for planting tree
- I plan to plant lots of trees -orchard, nitrogen fixing
- wood chips needed for high-quality compost, wood chips, green waste & manure to build soil up
- Farm to garden uses wood chips as bedding for cows – becomes part of their compost
- agrovoltatics – incorporating solar panels into ag. (Netherlands) – plant underneath the solar panels – protects from extreme weather (eg. Hail) – provides power (head dome) infrastructure development – could DNS support more innovative projects like this? – grants available – cost-share program
- we use our pond as a heat source, solar powered (heat pump)
- I'm planting trees for shade b/c of climate change
- use forested land for livestock (silvopasture)
- hold moisture
- not a good idea to remove forest
- had a hassle to get permission to remove dead trees
- previous horse farms in NS have become productive farms
- shouldn't remove trees for a monocrop – there's a middle ground
- perhaps equine farms should work with District to protect some trees

Question 5

Restricting tree removal – how might it impact farm sustainability? (p3)

- policy should be driven by farmers
- we're in the business of building soil



- ALC doesn't talk to districts need collaboration
- need NS to look for ways to untangle the rules & regs we run up against – not just from NS.
- NS & Mayor should work with and advocate with MLAs and province (for small farmers as well) – too complicated
- If the common goal is sustainable ag., we need [small farmers]
- Ask Uvic for students to assess carbon-sequestering ability of
- need trees for drought mitigation, biodiversity, cooling, carbon sequestration
- trees take water
- ag exists to feed people – trees get in the way, make inefficient transportation of food produces
- transportation is the least cost of agriculture
- NS needs to reduce trees around veg. producing areas – branches fall on our crops -we're planting trees b/c we want the shade (sheep & cows) – more moisture in that area - we're into more permaculture
- trees shade the ground so grass won't grow there (less good for sheep)
- our arbutus are dying – have to take do[wn] but don't want to

Question 5

Restricting tree removal – how might it impact farm sustainability? (p4)

- we need balance and clarity around tree restrictions & why we need trees – priority around valuing trees
- NS would benefit from doing an economic assessment of the ecosystem services provided by trees to inform policy – no mechanism for articulating the economic value of leaving trees
- ag land is for food production
- tree removal OK in certain situations
- trees in the middle of hayfields – in the way
- trees can be helpful when placed properly elsewhere
- take out a tree, maybe plant 2 more? – tree species
- farms can evolve toward different crops
- needs to be flexibility
- trees can be major problem for farmers – more hay when trees were gone – sustained our cows planted trees elsewhere
- planted willows where we were getting run-off from other properties – better for our hayfield
- trees can clog creek, create silting problem
- my father planted trees years ago for firewood, but now we can't harvest them to burn (and I could rent out 7 parking spaces) – revenue
- fir tip vinegar (snowden house) – they were innovative
- cedar *hog? Fuel on horse rings poisons the land

Q 1

What are the strengths the District of N. Saanich
(DNS) offers you as a farmer & producer?

What are the strengths of the DNS that are offered to farmers and producers?

- The accessibility is good – can connect to Mayor, Staff and Council should it be needed.
- Council understands your issues – deals with it rationally in a case by case basis.
- Now has the Political will to improve the lot of farmers and agriculture in general.
- People here can afford to buy locally grown food, and Council represents them.
- District is generally committed to working collaboratively with farmers to resolve issues.
- There is an expertise distribution by the District for farmers, and soon to come agricultural database.
- District supports regenerative agriculture and soil remediation efforts.
- The OCP work has shown the importance of Agriculture to our residents and Council.
- Supporting Sandown is a good thing, especially as it supports the ability of young farmers to get into farming, which otherwise they would prohibitively expensive.
- The support of the North Saanich Farmers Market is much appreciated, as is the annual Flavour Trails event.
- District recognizes the value of what farmers are trying to accomplish and will facilitate those efforts.
- Values held here are commensurate with the farming community.
- There is a glimmer of hope for the future.
- The District Planner, Serena, was an amazing asset in helping get permits needed.
- We have not had a farmers-to-farmers meeting in North Saanich, so this event, setup by Council and staff, was much appreciated.
- We have motivated residents that continue to be interested in buying local food.
- Last, but not least, the District continues to provide water to farmers at reasonable rates.

Notes from Sandown Walkabout

April 20, 2026

In addition to walking the property with the rest of the group, Mike Doehnel (farmer and NS resident), Terry Chow, Spring Harrison and Bernadette Greene walked the Northwest corner of the property (west of the water control orifice to the Littlewood public trail). While there was a large area of Reed Canary grass, Mike commented that the ground was not as wet as some farmland he has been on recently. It should be noted that a lot of farmland in B.C. is subject to periodic flooding and high water tables (flood plains), but these areas have nutrient-rich soils, which is why they were selected to be farmed in the first place. It should also be noted the time of year (mid-April) of this soil condition. It may continue this way over longer periods in the area of the large stand of reed canary grass growing to maturity, while other land will dry out and could be farmed. Other areas were grassy and fairly firm underfoot. The existence of fruit trees would indicate no problematic standing water issues for farming. While it would be of benefit to walk the land again in a month or two, the general impression is that this is potentially productive land that can be cultivated, as is being done just on the other side of the north property line. As we approached the western part of the property, we ran into significant scrub hawthorn and some spongy ground, with some standing water quite near the Littlewood trail, but there was no excessive ponding nor evidence of long-term flooding in the northwest section of the property.

There also seems to be a ditch which discharges directly onto the Sandown property and a small ditch has been excavated to expedite the flow.

The Multi-Use Trail

Outside the back gate at the NW corner of the fencing, we noted that there is an approximately 30 to 40-foot-wide strip of District-owned land running the length of the outside of the deer fence. The larger multi-use trail group and staff did not look at this area on this walk. That strip of land has a solid, elevated base to build on, and would seem to provide a good area for the mixed-use public trail, which would have the added benefit of not requiring the installation of any other fencing to keep trail users off the Sandown farmland. The trail could then turn to the south at the NW corner of the fence, following the outside of the fence and continuing in a southwest direction to the forest.

Submitted by Bernadette Greene



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: AGRICULTURE AND FOOD SECURITY ADVISORY COMMITTEE TERMS OF REFERENCE	NO. COU-149
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The Attached Terms of Reference pertains to the Agriculture and Food Security Advisory Committee.

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL PREVIOUS POLICY NO. 1002.24	LAST AMENDMENT: May 25, 2026	REF: Staff Report No. CS-26-017	PAGE 1 of 1
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Agriculture and Food Security Advisory Committee Terms of Reference

The District recognizes the diversity of our community and believes that all have the right to work and do business in a workplace that is free from discrimination, bullying and harassment. The district is committed to providing a work environment in which all individuals are treated with mutual respect, personal worth and human dignity.

1. Purpose

The purpose of the District of North Saanich Agriculture and Food Security Advisory Committee is to establish the active involvement of members to provide input to assist Council with their community focused decision-making respecting agricultural land use, or proposed by-laws and permits governed by the *Local Government Act, Community Charter, Agricultural Land Commission Act* and *Soil Conservation Act*, referred by Council, the Committee of the Whole, or District Staff. From time-to-time matters may be referred to more than one Committee for input.

2. Mandate

The following pertains to the mandate of the Committee:

- All matters referred to the Committee and subsequent recommendations to Council shall align with Council's Strategic Goals and 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.*

Discerning through the lens of advocacy for agricultural producers, productive farmland and food security, and advise the Council on matters related to agriculture, including:

1. *Land use applications on lands within, and adjacent to, the Agricultural Land Reserve (ALR), and on properties zoned for agriculture in North Saanich.*
2. *Irrigation, drainage, and water management.*
3. *Climate adaptation (i.e., fire risk and drought).*
4. *Agriculture, agri-tourism, and food processing in the local and regional economy.*

5. *The sustainability of the agricultural land base.*
6. *The impact of transportation and utility corridors on agriculture.*
7. *Policies and regulations regarding food processing and food security.*
8. *Harmful and invasive plants and pests.*
9. *The movement of soil on agricultural land.*
10. *Development proposals with the potential to impact agriculture.*
11. *Reviewing bylaws and regulations – municipal, regional, and provincial.*
12. *Reviewing municipal plans as they relate to agricultural matters, such as the Official Community Plan, Parks and Recreation Plans, Accessibility Plan.*
13. *Improving food security.*
14. *Increasing public awareness and support for farming.*
15. *Stating priorities for agricultural land, and competing land uses for the agricultural land.*
16. *Raising awareness of agriculture.*
17. *Identifying essential data required for further understanding of agriculture in North Saanich.*
18. *Examining legislation to identify improvements to support agriculture.*
19. *Other issues of importance to the local farming community and the viability of agriculture in North Saanich.*

3. Authority

Committees do not have the authority to communicate with other levels of government, pledge the credit of the District of North Saanich or authorize any expenditure to be charged against the Municipality. Members will not misrepresent themselves as having any authority beyond that delegated by Council. Committees shall conduct their business in accordance with their Terms of Reference, and as directed by Council. They will complete their tasks within the time prescribed, or by any extension that may be provided and report their findings and recommendations to Council.

4. Legislation

Each Committee is established in accordance with the District of North Saanich bylaws and policies, the *Local Government Act*, *Community Charter* and all other relevant Provincial and Federal Legislation as required.

5. Process

Committees are advisory bodies to Council, and any actions resulting from their findings and recommendations are at the discretion of Council.

- Staff shall present applications, permits, or matters of community interest to the Committee for input and recommendations prior to presenting to Council or the Committee of the Whole.
- All recommendations to the Council must be in the form of a resolution and approved by majority vote of the Committee.

6. Membership

The Committee shall consist of 7 voting members as follows:

- Seven (7) members of the public appointed by Council.
- One (1) Non-voting District of North Saanich elected official (plus 1 alternate member).
- One (1) Non-voting Staff member (plus 1 alternate member).
- One (1) Non-voting Recording Secretary (staff member).
- At Council's discretion, up to two (2) youth non-voting members may be appointed for a one (1) year term.

7. Member Appointment

The voting members are appointed by Council through a recruitment process. The application form and Terms of Reference shall be posted to the district's website and via social media channels during this process.

8. Term of Member

The Term of each voting member shall be two (2) years to a maximum three (3) consecutive Terms unless extended by majority vote of Council.

9. Meeting Framework

The Committee membership shall appoint a Chairperson and Vice Chairperson at the first meeting of each calendar year. The tenure of the Chairperson and Vice Chairperson shall not exceed two consecutive terms.

Meetings are normally held at Municipal Hall, 1620 Mills Road, and scheduled the first or second Wednesday of the month or at the call of the Chair or designate. Each meeting shall be scheduled for up to two (2) hours or 120 minutes, unless extended by majority vote.

10. Rules of Procedure

The Rules of meeting procedures shall be regulated by the District of North Saanich Council Procedure Bylaw and the following:

- A majority of the voting members (4) is required to constitute a quorum.
- Committee meetings are conducted in a spirit of good faith and respect to foster a free flow of ideas among members and unconstrained development of options.
- Committees must not hold any closed sessions.
- Meetings must be held on municipal property.
- Meeting agendas will be posted on the district website and notice boards a minimum of 48 hours in advance of the meeting start time.
- Members of the public may attend meetings as observers.
- The public and media shall similarly exercise good faith and respect, mindful that the proceedings are a "work in progress," and not a forum for lobbying or decisions.
- Electronic recordings of Committee meetings including discussions, decisions or activities shall be uploaded to the municipal website in alignment with the *Freedom of Information and Protection of Privacy Act*.

- Any member who is absent from three (3) consecutive Committee meetings without reason satisfactory to Council may be removed from the Committee.
- All questions that may come before the Agriculture and Food Security Advisory Committee shall be decided by a majority of those members present at a meeting, including the Chair.
- A member of the Agriculture and Food Security Advisory Committee who abstains from voting shall be deemed to have voted in the affirmative.

11. Site Visits

Committee members may participate in site visits related to matters within the Committee's mandate for the purpose of information gathering. Site visits must be authorized by the Committee or the Chair in consultation with the staff liaison. Site visits are not formal meetings of the Committee and no deliberation or decision-making may occur. A summary of the site visit, including the date, location, and attendees, will be reported at the next Committee meeting and recorded in the minutes. Entry onto private property requires the permission of the property owner or authorized representative.

12. Establishment of Working Groups

The Committee may recommend the establishment of a committee working group to consider specific matters within the Committee's mandate. The purpose, scope, and membership of any working group must be approved by Council. Working groups are advisory only, have no decision-making authority, and must report their findings and recommendations to the Committee. The Committee will then consider the recommendations and report to Council for consideration.

13. Participating in meetings Electronically

Up to 3 members (based on 7 members) may participate in a committee meeting by electronic means. The Chair must not participate electronically.

14. Minutes

Minutes of all meetings shall be made available to the public via the district's website. The Committee shall be assigned a staff member to act as Recording Secretary to record and prepare minutes at each meeting.

15. Communication

Each Committee shall communicate directly with the District of North Saanich Council, by providing minutes after each meeting to the Corporate Officer for inclusion on Regular Council meeting agendas.

16. Code of Conduct

DECORUM AND DEBATE: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.

AUTHORITY AND REPORTING: The Committee and its members shall not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

MEDIA / SOCIAL MEDIA: Members of the Committee are not permitted to communicate with the media or post to any social media platform as representatives of the Committee unless authorized to do so by majority vote of Council.

REPRESENTATION: Committee members must strive to convey the public interest and remember that they represent the District of North Saanich; this means that they must be consistent with the district's position on specific issues.

PROFESSIONALISM: Committee members who engage in activities regarding the District of North Saanich or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of North Saanich.

CONFIDENTIALITY: All Committee members are required to respect the confidentiality of any matters discussed during Committee meetings.

RESIDENCY REQUIREMENT: All Committee members/ volunteers must reside in the District of North Saanich. In the event that a committee member's primary place of residence changes to another Municipality during the term of an appointment, the member must notify the Chair and Corporate Officer regarding change of address. Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

17. Conflict of Interest

A conflict of interest exists if a working group member is a director, member or employee of an organization seeking to benefit from the district or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions and must refrain from voting thereon. Committee members are not permitted to directly, or indirectly, benefit from their participation on the Committee during their tenure. Where an actual or potential conflict of interest exists, the Committee member shall explain its nature to the group and the Chair shall submit the matter to the Corporate Officer.

18. Remuneration

Committee membership is voluntary; therefore, members will serve without compensation.

19. Term of Committee

The Committee shall be active until such time the Council decides otherwise and dissolves the Committee by majority vote.

20. Budget

The Committee shall have a reasonable use of miscellaneous services such as clerical services, photocopying, office supplies with adequate prior notice of at least 2 business days. These are provided primarily through the Staff Representative. Any funds beyond this, including the provision of professional consultants, must be approved by Council.

21. Reporting to Council

The Committee will report to Council twice per year:

1. mid-way through the year; and,
2. annually.

Reports must provide an overview of the Committee's activities, progress on matters within its mandate, and any recommendations for Council's consideration. The Committee shall draft each report over the course of two meetings to allow for discussion of content, and review and finalization. The reports are to be submitted to Legislative Services one week prior to the scheduled Council meeting at which they will be considered.

22. Annual Orientation

Each year all Committee members, Council and Staff Liaison members are required to attend an annual orientation workshop organized by staff.

23. Terms of Reference Review

The Committee will review its Terms of Reference upon the election of the Chair, commencing in 2028, or as otherwise required. Any recommended amendments must be forwarded to Council for consideration and approval.



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: COMMUNITY PLANNING ADVISORY COMMITTEE TERMS OF REFERENCE	NO. COU-150
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The Attached Terms of Reference pertains to the Community Planning Advisory Committee.

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL PREVIOUS POLICY NO. 1002.25	LAST AMENDMENT: May 25, 2026	REF: Staff Report No. CS-26-017	PAGE 1 of 1
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Community Planning Advisory Committee Terms of Reference

The District recognizes the diversity of our community and believes that all have the right to work and do business in a workplace that is free from discrimination, bullying and harassment. The District is committed to providing a work environment in which all individuals are treated with mutual respect, personal worth and human dignity.

1. Purpose

The purpose of the District of North Saanich Community Planning Advisory Committee is to establish the active involvement of members to provide input to assist Council with their community focused decision-making respecting land use, community planning or proposed by-laws and permits governed by the *Local Government Act* and *Community Charter* referred by Council, the Committee of the Whole, or District Staff. From time-to-time matters may be referred to more than one Committee for input.

2. Mandate

The following pertains to the mandate of the Committee:

- All matters referred to the Committee and subsequent recommendations to Council shall align with Council's Strategic Goals and 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.*
- All items referred to the Committee by Council and Staff as identified in *Local Government Act* Part 14, Division 4 -14 and Section 546 and *Community Charter*.
- Review District related heritage matters to the Committee by Council, the Committee of the Whole, or District Staff, which may include but are not limited to:
 - Implementation of the strategies and actions identified in the district's current Heritage Strategic Plan as directed by Council.
 - Development of heritage policies, which shall include the establishment of criteria for the designation of heritage resources within the District of North Saanich, for adoption by Council.

- Identifying natural assets, cultural and built resources within the District of North Saanich that have heritage value.
- Establishing and maintaining a community heritage register listing real property that is considered to have heritage value of character.
- Requests for designation, preservation, rehabilitation, alteration, renovation, or demolition of heritage resources, including building, structures, or land.

- Matters related to affordable or workforce housing.
- Input on regional or provincial planning initiatives that may impact North Saanich residents.
- Matters relating to the Official Community Plan.
- Matters related to accessibility planning in alignment with the District's Accessibility Plan.
- All recommendations shall be scored using the best-practices environmental performance index and framework available globally at the time of decision making.

3. Authority

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- Any member who is absent from three (3) consecutive Committee meetings without reason satisfactory to Council may be removed from the Committee.
- All questions that may come before the Community Planning Advisory Committee shall be decided by a majority of those members present at a meeting, including the Chair.

- A member of the Community Planning Advisory Committee who abstains from voting shall be deemed to have voted in the affirmative.

11. Site Visits

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REPRESENTATION: Committee members must strive to convey the public interest and remember that they represent the District of North Saanich; this means that they must be consistent with the district's position on specific issues.

PROFESSIONALISM: Committee members who engage in activities regarding the District of North Saanich or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of North Saanich.

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18. Remuneration

Committee membership is voluntary; therefore, members will serve without compensation.

19. Term of Committee

The Committee shall be active until such time the Council decides otherwise and dissolves the Committee by majority vote.

20. Budget

The Committee shall have a reasonable use of miscellaneous services such as clerical services, photocopying, office supplies with adequate prior notice of at least 2 business

days. These are provided primarily through the Staff Representative. Any funds beyond this, including the provision of professional consultants, must be approved by Council.

21. Reporting to Council

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1. mid-way through the year; and,
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Reports must provide an overview of the Committee's activities, progress on matters within its mandate, and any recommendations for Council's consideration. The Committee shall draft each report over the course of two meetings to allow for discussion of content, and review and finalization. The reports are to be submitted to Legislative Services one week prior to the scheduled Council meeting at which they will be considered.

22. Annual Orientation

Each year all Committee members, Council and Staff Liaison members are required to attend an annual orientation workshop organized by staff.

23. Terms of Reference Review

The Committee will review its Terms of Reference upon the election of the Chair, commencing in 2028, or as otherwise required. Any recommended amendments must be forwarded to Council for consideration and approval.



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: HEALTHY COMMUNITY LIVING ADVISORY COMMITTEE TERMS OF REFERENCE	NO. COU-148
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The Attached Terms of Reference pertains to the Health Community Living Advisory Committee.

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL PREVIOUS POLICY NO. 1002.26	LAST AMENDMENT: May 25, 2026	REF: Staff Report No. CS-26-017	PAGE 1 of 1
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Healthy Community Living Advisory Committee Terms of Reference

The District recognizes the diversity of our community and believes that all have the right to work and do business in a workplace that is free from discrimination, bullying and harassment. The District is committed to providing a work environment in which all individuals are treated with mutual respect, personal worth and human dignity.

1. Purpose

The purpose of the District of North Saanich Healthy Community Living Advisory Committee is to establish the active involvement of members to provide input to assist Council with their community focused decision-making respecting land use, community planning or proposed by-laws and permits governed by the *Local Government Act* and *Community Charter* referred by Council, the Committee of the Whole, or District Staff. From time-to-time matters may be referred to more than one Committee for input.

2. Mandate

The following pertains to the mandate of the Committee:

- All matters referred to the Committee and subsequent recommendations to Council shall align with Council's Strategic Goals and 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.*
- Matters relating to the District's Park's Master Plan
- Provide recommendations for achieving goals and objectives of Parks Master Plan
- Provide input on matters including but not limited to:
 - New Park spaces.
 - Recreation and Cultural initiatives.
 - Community Health and Wellness Service levels.
 - Facility development, expansion, or improvements.
 - Park use, design and designation.
 - Public spaces including trails, beaches, sports fields, and gardens.
 - Natural Spaces and assets within the jurisdiction of the District.
 - Review of policies and strategies, under consideration by the district, as they relate to Parks, Recreation and Culture.

- Input on matters of public concern related to forests, water resources and conservation, invasive species management.

- Matters related to affordable or workforce housing.
- Input on regional or provincial planning initiatives that may impact North Saanich residents.
- Matters relating to the Official Community Plan.
- Matters related to accessibility planning in alignment with the District's Accessibility Plan.
- All recommendations shall be scored using the best-practices environmental performance index and framework available globally at the time of decision making.

3. Authority

Committees do not have the authority to communicate with other levels of government, pledge the credit of the District of North Saanich or authorize any expenditure to be charged against the Municipality. Members will not misrepresent themselves as having any authority beyond that delegated by Council. Committees shall conduct their business in accordance with their Terms of Reference, and as directed by Council. They will complete their tasks within the time prescribed, or by any extension that may be provided and report their findings and recommendations to Council.

4. Legislation

Each Committee is established in accordance with the District of North Saanich bylaws and policies, the *Local Government Act*, *Community Charter* and all other relevant Provincial and Federal Legislation as required.

5. Process

Committees are advisory bodies to Council, and any actions resulting from their findings and recommendations are at the discretion of Council.

- Staff shall present applications, permits, or matters of community interest to the Committee for input and recommendations prior to presenting to Council or the Committee of the Whole.
- All recommendations to the Council must be in the form of a resolution and approved by majority vote of the Committee.

6. Membership

The Committee shall consist of 7 voting members as follows:

- Seven (7) members of the public appointed by Council.
- One (1) Non-voting District of North Saanich elected official (plus 1 alternate member).
- One (1) Non-voting Staff member (plus 1 alternate member).
- One (1) Non-voting Recording Secretary (staff member).
- At Council's discretion, up to two (2) youth non-voting members may be appointed for a one (1) year term.

7. Member Appointment

The voting members are appointed by council through a recruitment process. The application form and Terms of Reference shall be posted to the District's website and via social media channels during this process.

8. Term of Member

The Term of each voting member shall be two (2) years to a maximum three (3) consecutive Terms unless extended by majority vote of Council.

9. Meeting Framework

The Committee membership shall appoint a Chairperson and Vice Chairperson at the first meeting of each calendar year. The tenure of the Chairperson and Vice Chairperson shall not exceed two consecutive terms.

Meetings are normally held at Municipal Hall, 1620 Mills Road, and scheduled the first or second Thursday of the month or at the call of the Chair or designate. Each meeting shall be scheduled for up to two (2) hours or 120 minutes, unless extended by majority vote.

10. Rules of Procedure

The Rules of meeting procedures shall be regulated by the District of North Saanich Council Procedure Bylaw and the following:

- A majority of the voting members (4) is required to constitute a quorum.
- Committee meetings are conducted in a spirit of good faith and respect to foster a free flow of ideas among members and unconstrained development of options.
- Committees must not hold any closed sessions.
- Meetings must be held on municipal property.
- Meeting agendas will be posted on the district website and notice boards a minimum of 48 hours in advance of the meeting start time.
- Members of the public may attend meetings as observers.
- The public and media shall similarly exercise good faith and respect, mindful that the proceedings are a "work in progress," and not a forum for lobbying or decisions.
- Electronic recordings of Committee meetings including discussions, decisions or activities shall be uploaded to the municipal website in alignment with the *Freedom of Information and Protection of Privacy Act*.
- Any member who is absent from three (3) consecutive Committee meetings without reason satisfactory to Council may be removed from the Committee.
- All questions that may come before the Healthy Community Living Advisory Committee shall be decided by a majority of those members present at a meeting, including the Chair.
- A member of the Healthy Community Living Advisory Committee who abstains from voting shall be deemed to have voted in the affirmative.

11. Site Visits

Committee members may participate in site visits related to matters within the Committee's mandate for the purpose of information gathering. Site visits must be authorized by the Committee or the Chair in consultation with the staff liaison. Site visits are not formal meetings of the Committee and no deliberation or decision-making may occur. A summary of the site visit, including the date, location, and attendees, will be reported at the next Committee meeting and recorded in the minutes. Entry onto private property requires the permission of the property owner or authorized representative.

12. Establishment of Working Groups

The Committee may recommend the establishment of a committee working group to consider specific matters within the Committee's mandate. The purpose, scope, and membership of any working group must be approved by Council. Working groups are advisory only, have no decision-making authority, and must report their findings and recommendations to the Committee. The Committee will then consider the recommendations and report to Council for consideration.

13. Participating in meetings Electronically

Up to 3 members (based on 7 members) may participate in a Committee meeting by electronic means. The Chair must not participate electronically.

14. Minutes

Minutes of all meetings shall be made available to the public via the district's website. The Committee shall be assigned a staff member to act as Recording Secretary to record and prepare minutes at each meeting.

15. Communication

Each Committee shall communicate directly with the District of North Saanich Council, by providing minutes after each meeting to the Corporate Officer for inclusion on Regular Council meeting agendas.

16. Code of Conduct

DECORUM AND DEBATE: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.

AUTHORITY AND REPORTING: The Committee and its members shall not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

MEDIA / SOCIAL MEDIA: Members of the Committee are not permitted to communicate with the media or post to any social media platform as representatives of the Committee unless authorized to do so by majority vote of Council.

REPRESENTATION: Committee members must strive to convey the public interest and remember that they represent the District of North Saanich; this means that they must be consistent with the District's position on specific issues.

PROFESSIONALISM: Committee members who engage in activities regarding the District of North Saanich or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of North Saanich.

CONFIDENTIALITY: All Committee members are required to respect the confidentiality of any matters discussed during Committee meetings.

RESIDENCY REQUIREMENT: All Committee members/ volunteers must reside in the District of North Saanich. In the event that a committee member's primary place of residence changes to another Municipality during the term of an appointment, the member must notify the Chair and Corporate Officer regarding change of address. Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

17. Conflict of Interest

A conflict of interest exists if a working group member is a director, member or employee of an organization seeking to benefit from the District or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions and must refrain from voting thereon. Committee members are not permitted to directly, or indirectly, benefit from their participation on the Committee during their tenure. Where an actual or potential conflict of interest exists, the Committee member shall explain its nature to the group and the Chair shall submit the matter to the Corporate Officer.

18. Renumeration

Committee membership is voluntary; therefore, members will serve without compensation.

19. Term of Committee

The Committee shall be active until such time the Council decides otherwise and dissolves the Committee by majority vote.

20. Budget

The Committee shall have a reasonable use of miscellaneous services such as clerical services, photocopying, office supplies with adequate prior notice of at least 2 business days. These are provided primarily through the Staff Representative. Any funds beyond this, including the provision of professional consultants, must be approved by Council.

21. Reporting to Council

The Committee will report to Council twice per year:

1. mid-way through the year; and,

2. annually.

Reports must provide an overview of the Committee's activities, progress on matters within its mandate, and any recommendations for Council's consideration. The Committee shall draft each report over the course of two meetings to allow for discussion of content, and review and finalization. The reports are to be submitted to Legislative Services one week prior to the scheduled Council meeting at which they will be considered.

22. Annual Orientation

Each year all Committee members, Council and Staff Liaison members are required to attend an annual orientation workshop organized by staff.

23. Terms of Reference Review

The Committee will review its Terms of Reference upon the election of the Chair, commencing in 2028, or as otherwise required. Any recommended amendments must be forwarded to Council for consideration and approval.