



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Regular Council Meeting
AGENDA

Monday, April 13, 2026, The meeting will begin with a Closed Meeting at 6:00 p.m.; the Regular (open) Meeting will commence no earlier than 7:00 p.m.

Council Chambers

If you wish to make a submission to Council regarding an agenda item, you can email municipalhall@csaanich.ca or deliver via the front reception prior to 12:00 noon on the day of the meeting.

(Please note that all proceedings of Open Council Meetings are live streamed and video recorded on the District's website.)

Pages

1. CALL TO ORDER

2. ACKNOWLEDGEMENT

We respectfully acknowledge that the land on which we gather is the traditional territory of the W̱SÁNEĆ people which includes W̱JOLEŁP (Tsartlip) and S̱ÁUTW̱ (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the April 13, 2026 Regular Council Meeting

Recommendation:

That the agenda of the April 13, 2026 Regular Council meeting be approved as circulated.

4. CLOSED MEETING

4.1 Motion to Close

Recommendation:

That Council convene a closed meeting pursuant to the following subsections of the Community Charter:

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- *(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*
- *(g) litigation or potential litigation affecting the municipality.*

Following adoption of the above motion, the meeting will be closed to the public.

5. **CONSENT AGENDA**

5.1 Bylaw No. 2261 for Speed Regulation

10

Report from the Director of Engineering.

The bylaw is on the consent agenda for adoption as previous readings have already been given, and no amendments are possible at adoption.

Recommendation:

That Central Saanich Speed Reduction Bylaw No. 2261, 2026 be adopted.

5.2 FireSmart Community Funding Grant

22

Report from the Fire Chief.

The report is on the consent agenda as the grant has previously been approved; this is to extend the current program.

Recommendation:

That Council provide a resolution supporting the District of Central Saanich submitting a joint application to UBCM under the Community Resilience Investment Program, FireSmart Community Funding & Supports stream, with the District of Central Saanich acting as the primary applicant and the District of North Saanich as the sub-applicant, and that the District of Central Saanich be authorized to receive and administer the grant funding on behalf of both municipalities.

5.3 6922 Saanich Cross Road – Bylaw Amendment

29

Report from the Director of Planning and Building Services.

The bylaw is on the consent agenda as the required covenant has been registered, and no amendments are possible at adoption.

Recommendation:

1. *That Zoning Bylaw Amendment Bylaw No. 2216, 2024 (6922 Saanich Cross Road) be adopted.*
2. *That Development Permit application 3060-20-22/21 (6922 Saanich Cross Road), which includes variances for lot frontage and setbacks, be authorized for issuance*

5.4 Parcel Tax Roll Bylaw 2026 47

Report from the Director of Finance/Chief Financial Officer.

The bylaw is on the consent agenda for adoption as the bylaw is an annual procedural requirement without option for alternative approaches.

Recommendation:

1. *That Bylaw No. 2264, Parcel Tax Roll, 2026, be introduced and read a first and second time.*
2. *That Bylaw No. 2264 be read a third time.*
3. *That the Parcel Tax Review Panel be convened.*

6. ADOPTION OF MINUTES

6.1 Minutes from the April 8, 2026 Special (Open) Council Meeting 54

Recommendation:

That the minutes from the April 8, 2026 Special (Open) Council meeting be adopted as circulated.

6.2 Minutes from the March 30, 2026 Special (Open) Council Meeting 58

Recommendation:

That the minutes from the March 30, 2026 Special (Open) Council meeting be adopted as circulated.

6.3 Minutes from the March 23, 2026 Regular Council Meeting 61

Recommendation:

That the minutes from the March 23, 2026 Regular Council meeting be adopted as circulated.

7. BUSINESS ARISING FROM THE MINUTES (including motions and resolutions)

8. RISE AND REPORT

9. PUBLIC QUESTIONS OR FEEDBACK

10. PRESENTATIONS AND DELEGATIONS

11. PUBLIC OR STATUTORY HEARINGS

12. CORRESPONDENCE (Action Required or Recommended)

13. REPORTS OF COMMITTEES/MAYOR'S REPORT

13.1 COTW (Committee of the Whole)

13.1.1 Motion from the March 30, 2026 COTW
Recommendation:
That the Police Board review what would be required to post records of Police Board meetings, following what Council currently does, and report back to Council at a future date.

13.1.2 Motions from the April 8, 2026 COTW
Recommendation:
That Council do not approve the \$82,000 increase in the E-Comm dispatch budget services and therefore the Police Board must find the equivalent savings.

Recommendation:
That Council request that the Police Board to coordinate a presentation from E-Comm to Council and the Police Board.

13.2 All Other Committees of Council

13.2.1 Peninsula and Area Agricultural Commission

13.2.1.1 Minutes from the March 12, 2026 PAAC Meeting
For information.

74

13.2.1.1.1 Motion: Temporary use Permits for Farms
The Peninsula and Area Agricultural Commission requests that the Central Saanich Council look into the wording of the bylaw for Temporary Use permit for farms and what constitutes farm accommodations, to not include trailers and RVs that do not meet standards of buildings.

13.3 Council Members Reports - External Bodies

14. **STAFF REPORTS**

14.1 Election 2026 – Appointment of Elections Officer
Report from the Chief Administrative Officer.

79

Recommendation:

That for the Local General Election 2026, the following be appointed as Elections Officer:

- *Chief Election Officer – Emilie Gorman*
- *Deputy Chief Election Officer – Pamela Martin*

14.2 Employee Elections and Political Conduct Policy
Report from the Director of Corporate Services/Corporate Officer.

83

Recommendation:

1. *That Council adopt Policy No. 24-ADMIN, Elections Conduct Policy.*
2. *That Council refers the Policy No. 24-ADMIN to the Central Saanich Police Board for their consideration of similar policy for their administration.*

15. BYLAWS

15.1 Other than Development Application Bylaws

15.2 Development Application Bylaws

15.2.1 1903 Mt. Newton Cross Road – OCP And Zoning Bylaw Amendment (4th Report)

Deferred from the March 23, 2026 RCM (**Report**).

Recommendation:

Deferred motion (Moved and Seconded on March 23, 2026):

That Zoning Amendment Bylaw No. 2252 (1903 Mt. Newton Cross Road) be given Third Reading.

15.2.2 1882 Hovey Road – OCP and Zoning Bylaw Amendment (4th Report)
Report from the Director of Planning and Building Services.

90

Recommendation:

1. *That OCP Amendment Bylaw No. 2255 (1882 Hovey Road) be adopted.*
2. *That Zoning Amendment Bylaw No. 2254 (1882 Hovey Road) be adopted.*

16. UNFINISHED BUSINESS

16.1 Notice of Motion Submitted by Councillor King - January 22, 2026

Notice of motion regarding expanding public participation mechanisms.

Introduced at the March 9, 2026 RCM. Deferred consideration at the March 23, 2026 RCM.

Recommendation:

Deferred motion (Moved and Seconded on March 23, 2026):

WHEREAS the International Association for Public Participation (IAP2) defines the Collaborate and Empower levels of public participation as those in which residents work directly with decision-makers and, in some cases, exercise delegated decision-making authority, ensuring public input has a material impact on outcomes, and

WHEREAS several Canadian municipalities, including the City of Vancouver through its Engagement Framework (2022) and the City of Calgary through its Engage Policy (2021), have operationalized IAP2 principles by establishing structured mechanisms such as citizen panels, participatory policy development processes, and formal feedback loops to strengthen public trust, accountability, and shared ownership of decisions.

THEREFORE BE IT RESOLVED that Council direct staff to prepare and return options for expanding the District's public participation mechanisms to more fully align with the IAP2 Collaborate and Empower levels, including but not limited to:

- 1. the establishment of a Participatory Policy Forum through which residents are directly involved in co-developing recommendations on significant municipal policies, plans, or initiatives, and*
- 2. the creation of a Citizen Liaison Group mandated to advise Council on future amendments to the Procedures Bylaw and to periodically review and evaluate the District's overall public engagement practices,*

AND BE IT FURTHER RESOLVED that the options presented identify scope, governance structure, resourcing implications, and clear criteria for when Collaborate or Empower-level processes would be used.

- 16.2 Notice of Motion Submitted by Mayor Windsor - March 13, 2026
Notice of motion regarding a submission to UBCM related to consecutive terms of office.

Introduced at the March 23, 2026 RCM.

Recommendation:

WHEREAS local government in British Columbia relies on democratic accountability and regular opportunities for new leadership and perspectives within municipal and regional district governance;

AND WHEREAS extended tenure of elected officials in the same office over multiple decades may limit opportunities for broader participation in local government and may contribute to entrenchment of incumbency;

AND WHEREAS reasonable term limits can support democratic renewal while still allowing experienced elected officials to return to office after a break in service;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request that the Province of British Columbia amend the Community Charter and the Local Government Act to limit mayors, councillors, electoral area directors, and other locally elected officials to no more than three consecutive terms in the same office;

AND BE IT FURTHER RESOLVED that such amendments provide that an individual who has served three consecutive terms may seek election to the same office again after at least one full term has elapsed since their last consecutive term.

- 16.3 Redevelopment of Municipal Facilities – Design & Construction Next Steps
Deferred from the March 23, 2026 RCM (**Report**).

Recommendation:

Deferred motion (Moved and Seconded on March 23, 2026):

Approve continuing the project with HCMA architecture and design, through Design Development for a fixed fee of \$602,000 and with the intent to complete the project with a remaining fixed percentage of 4.883% of the Construction Budget as outlined in their RFP submission.

17. NEW BUSINESS (Including Motions and Resolutions)

17.1 Notice of Motion Submitted by Councillor King - April 3, 2026

Notice of motion regarding support of a food hub.

For introduction.

WHEREAS the Central Saanich Food Hub Feasibility Study Final Report (pp. 61 to 63) found that local farmers, producers, and processors need better access to processing, storage, equipment, food safety supports, training, and business supports, and found that a food hub could help meet those needs;

AND WHEREAS the Central Saanich Food Hub Feasibility Study Final Report (pp. 23, 25) identified the Keating area and highway access as suitable location features for a future food hub, given the need for access, loading, distribution, and transportation;

AND WHEREAS the Central Saanich Food Hub Feasibility Study Final Report (pp. 3, 25 to 26) shows that the District had already moved beyond a general idea by looking at possible sites, partners, and ways to move the project forward, while also confirming that finding land or facility space remained a key unresolved issue;

THEREFORE BE IT RESOLVED that as part of the rezoning process for the Extraction Lands, Council direct staff to discuss with the Extraction Lands owners options to support a food hub for locally produced/harvested foods in the Keating Business District as an amenity contribution, and to report back to Council.

18. CORRESPONDENCE (Receive for General Information)

18.1	<u>Town of View Royal - Judicial Review Coalition - March 18, 2026</u> <i>For information.</i>	96
18.2	<u>BBCA re Request for Increase in Funding - March 20, 2026</u> <i>For information.</i>	98
18.3	<u>Corr Cox, G re CRD and Property Taxes - March 20, 2026</u> <i>For information.</i>	103
18.4	<u>Corr Shpiruk, K re Missing Persons Inquiry - March 20, 2026</u> <i>For information.</i>	104
18.5	<u>Corr Evans, M re Radon Community Testing - March 23, 2026</u> <i>For information.</i>	105
18.6	<u>Corr White, F re Objection to Municipal Hall Development - March 23, 2026</u> <i>For information.</i>	106
18.7	<u>Corr White, K re Parking Bylaw Enforcement - March 23, 2026</u> <i>For information.</i>	107
18.8	<u>CRD - Potential Sites for Supportive Housing and Sheltering - March 26, 2026</u> <i>For information.</i>	109

18.9	<u>Corr James, J re No Parking Zone at Brentwood Community Hall - March 31, 2026</u> <i>For information.</i>	153
18.10	<u>Central Saanich Police Board - Meeting Invitation - April 2, 2026</u> <i>For information.</i>	155
18.11	<u>Corr Hawkins, J re 7054 Brentwood Drive - April 2, 2026</u> <i>For information.</i>	156
18.12	<u>Corr Klubi, J+S re 7054 Brentwood Drive - April 6, 2026</u> <i>For information.</i>	157
18.13	<u>Corr Barton, C re Pickleball in Central Saanich - April 7, 2026</u> <i>For information.</i>	159
18.14	<u>Corr Kohse, G re Brentwood Bay Festival + Parade - April 7, 2026</u> <i>For information.</i>	166
	Staff Note: The District has a 75th Anniversary entry.	
18.15	<u>Corr re Brentwood Community Hall Parking - April 7, 2026</u> <i>For information.</i>	168
18.16	<u>Ministry of Environment and Parks re Vessel Stays and Mooring Practices in Tod Inlet - April 7, 2026</u> <i>For information.</i>	170
18.17	<u>Corr Hadfield, I and B re 7054 Brentwood - April 8, 2026</u> <i>For information.</i>	172

19. CLOSED MEETING

19.1 Motion to Close

Recommendation:

That Council convene a closed meeting pursuant to the following subsections of the Community Charter:

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- *(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*
- *(g) litigation or potential litigation affecting the municipality.*

Following adoption of the above motion, the meeting will be closed to the public to address any outstanding Closed Meeting items not completed under Item 4.1 (as needed).

20. ADJOURNMENT



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 13, 2026

Re: Bylaw No. 2261 for Speed Regulation

RECOMMENDATION(S):

That Central Saanich Speed Reduction Bylaw No. 2261, 2026 be adopted.

PURPOSE:

To bring back Bylaw No. 2261 for Council adoption.

BACKGROUND:

Council Motion from February 23, 2026:

“That the Central Saanich Speed Reduction Bylaw 2261, 2026 be introduced and read a first time and that staff review the bylaw to allow for the option of maintaining rural, non-connecter roads, similar to Puckle Road and Lamont Road, at 50km/hr.”

Report from the February 23, 2026 Regular Council Meeting: [Bylaw 2261 – Amendment to Bylaw 2227 Regulate Vehicular Speed Limits](#)

Council Motion from March 23, 2026:

“That Central Saanich Speed Reduction Bylaw No. 2261, 2026 be given a second and third reading, as amended.”

Report from the February 23, 2026 Regular Council Meeting: [Bylaw No. 2261 for Speed Regulation](#)

CONCLUSION:

Following first reading on February 23, 2026 and second and third readings, as amended, on March 23, 2026, Bylaw No. 2261 is presented for Council adoption.

Report written by:	Amy Lafontaine, ASCT, Active Transportation Project Coordinator
Respectfully submitted by:	(Dale Puskas, P. Eng., Director of Engineering

ATTACHMENTS:

Appendix A: Bylaw No. 2261

Appendix B: Schedule A to Bylaw No. 2261

BYLAW NO. 2261

A Bylaw to Regulate Vehicular Speed Limits in the District of Central Saanich

WHEREAS a municipality may by Bylaw, pursuant to the *Motor Vehicle Act*, direct the rate of speed at which a person may drive or operate a motor vehicle on a highway within the municipality.

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

1. A person must not drive or operate a motor vehicle on the following roads, or portions of roads, which roads are indicated in hatching on Schedule A at a rate of speed in excess of indicated sections in hatching on Schedule A attached hereto and forming part of this Bylaw.

2. This Bylaw may be cited for all purposes as the “**Central Saanich Speed Regulation Bylaw No. 2261, 2026**”.





3. Bylaw No. 2227, cited as “A Bylaw to Regulate Vehicular Speed Limits in the District of Central Saanich, 2025” and amendments thereto are hereby repealed.

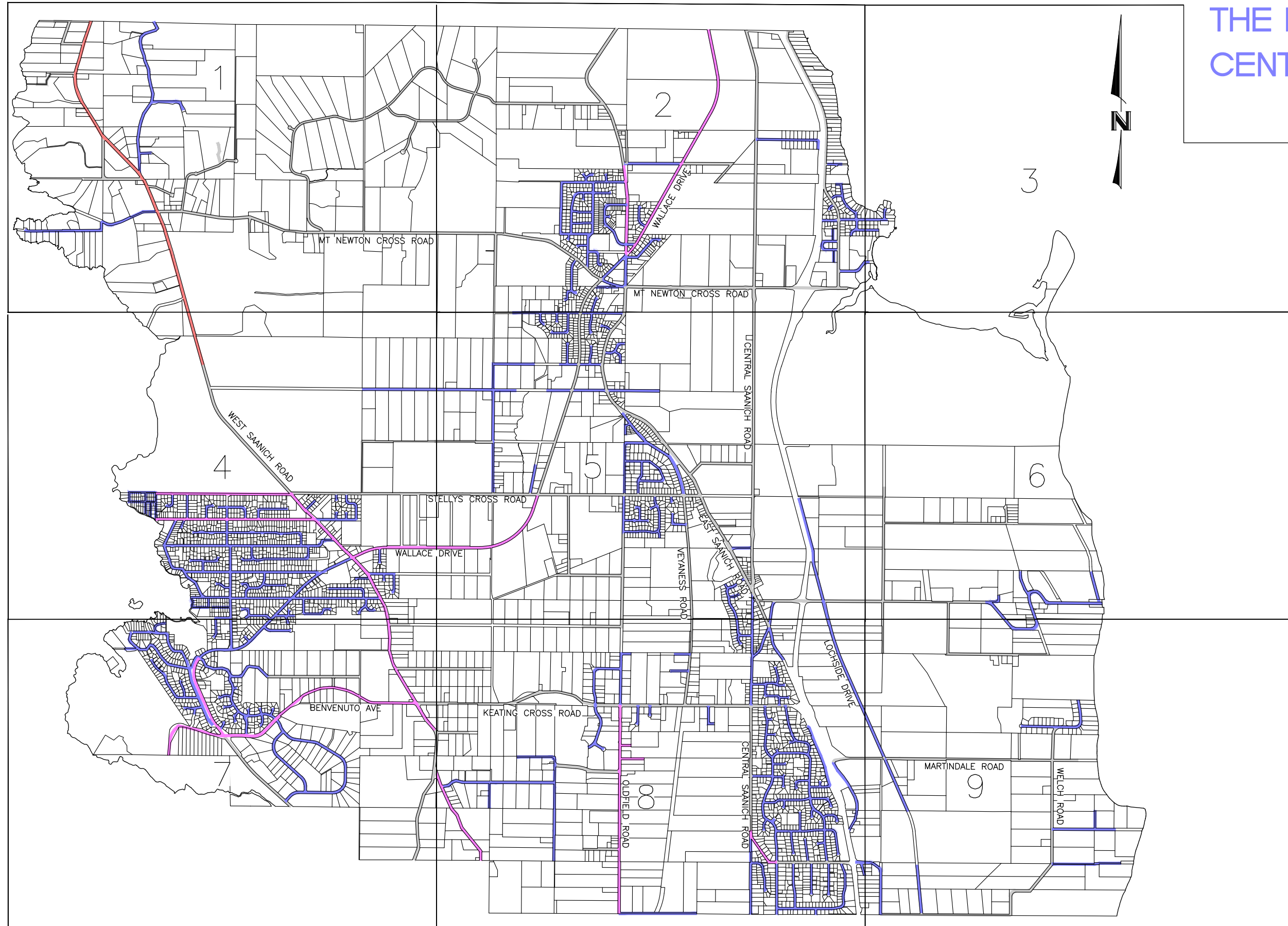
READ A FIRST TIME on this	day of	February 23	,2026
READ A SECOND TIME on this	day of	March 23	,2026
READ A THIRD TIME on this	day of	March 23	,2026
ADOPTED on this	day of		,2026

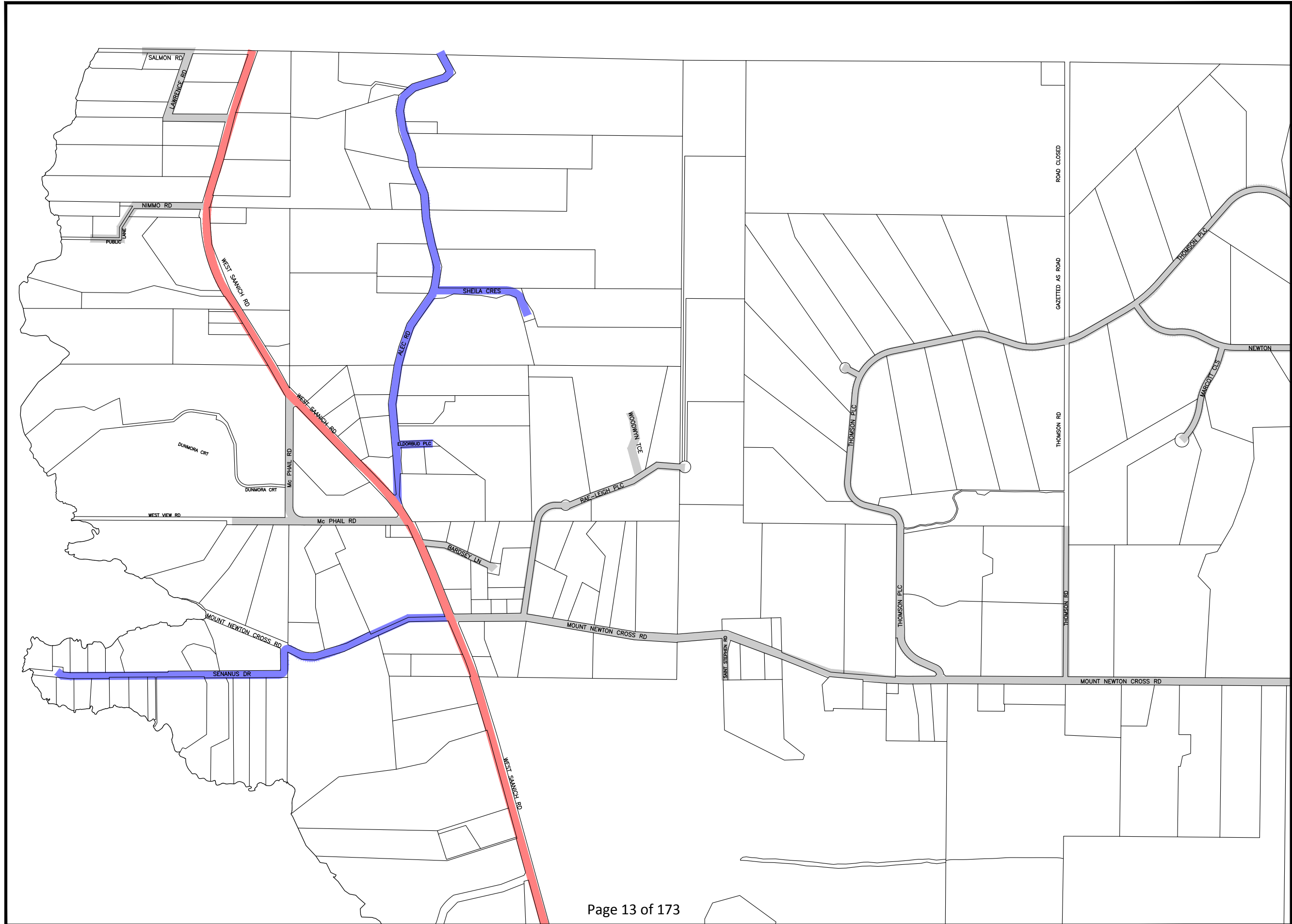
Ryan Windsor
Mayor

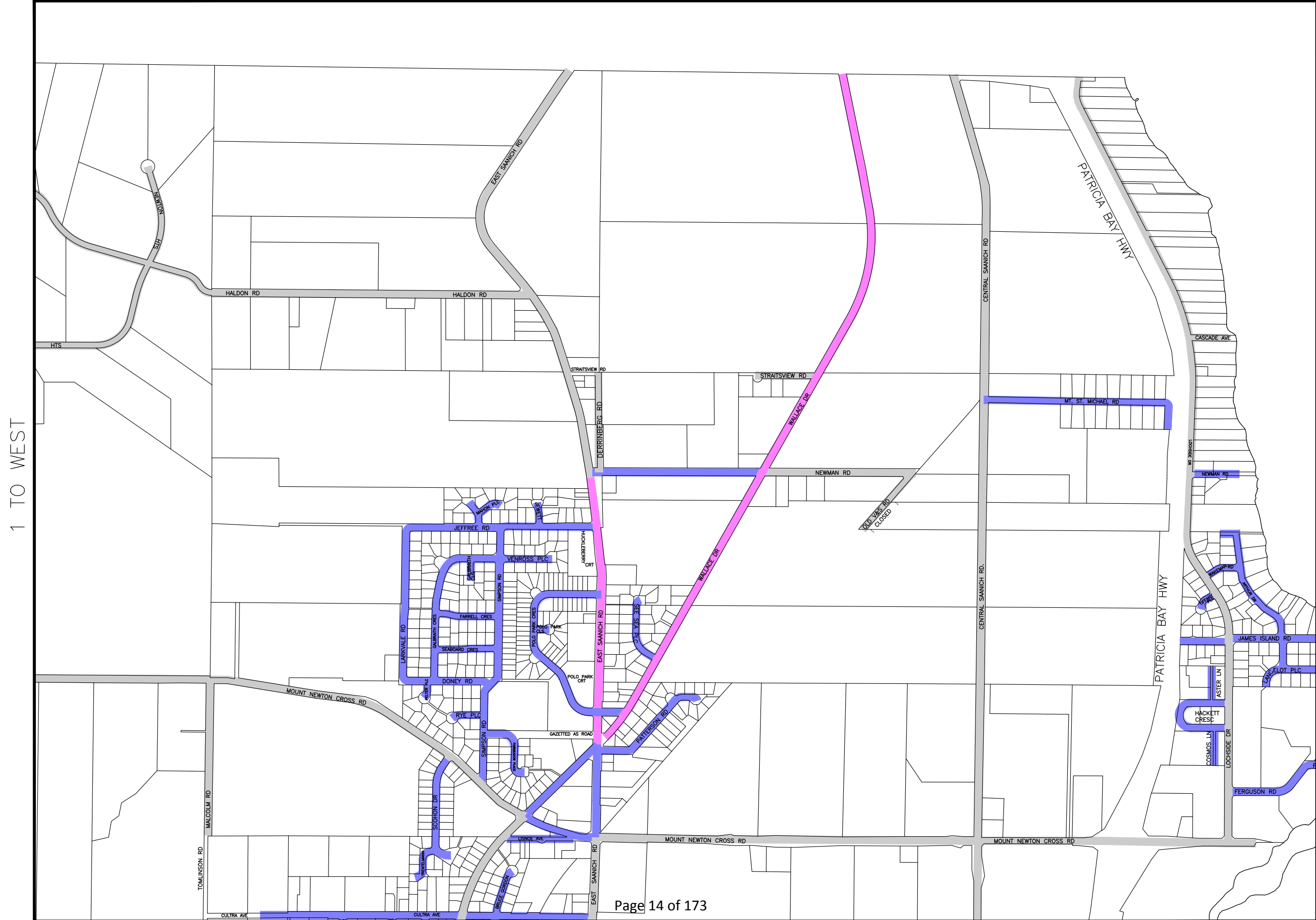
Emilie Gorman
Corporate Officer



-  30km/h
-  40km/h
-  50km/h
-  60km/h





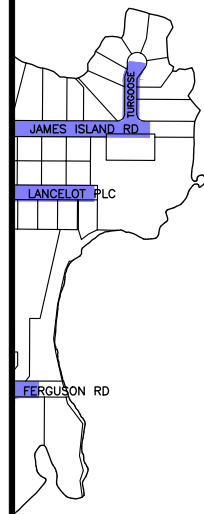


1 TO WEST

3 TO EAST

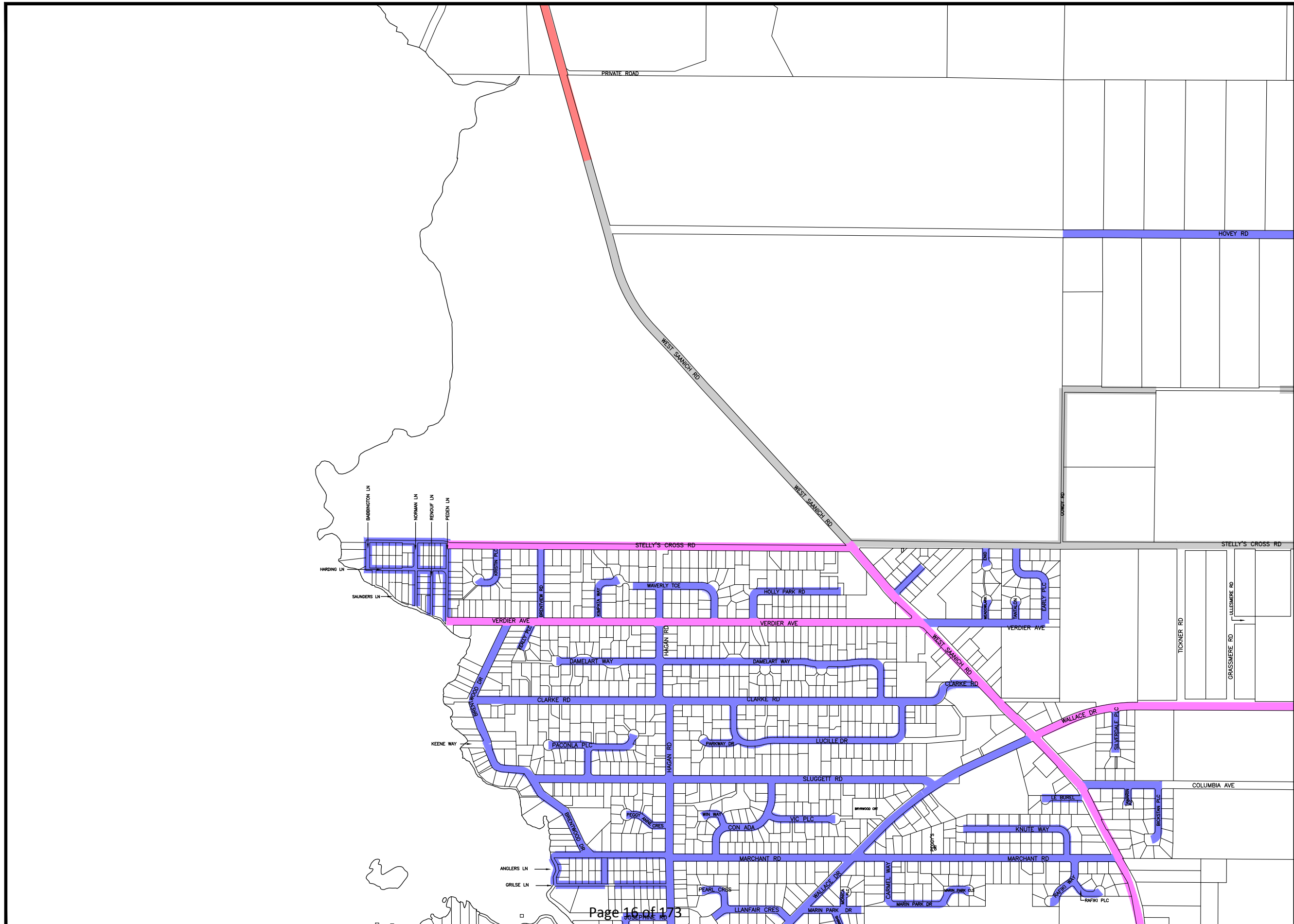
5 TO SOUTH

2 TO WEST



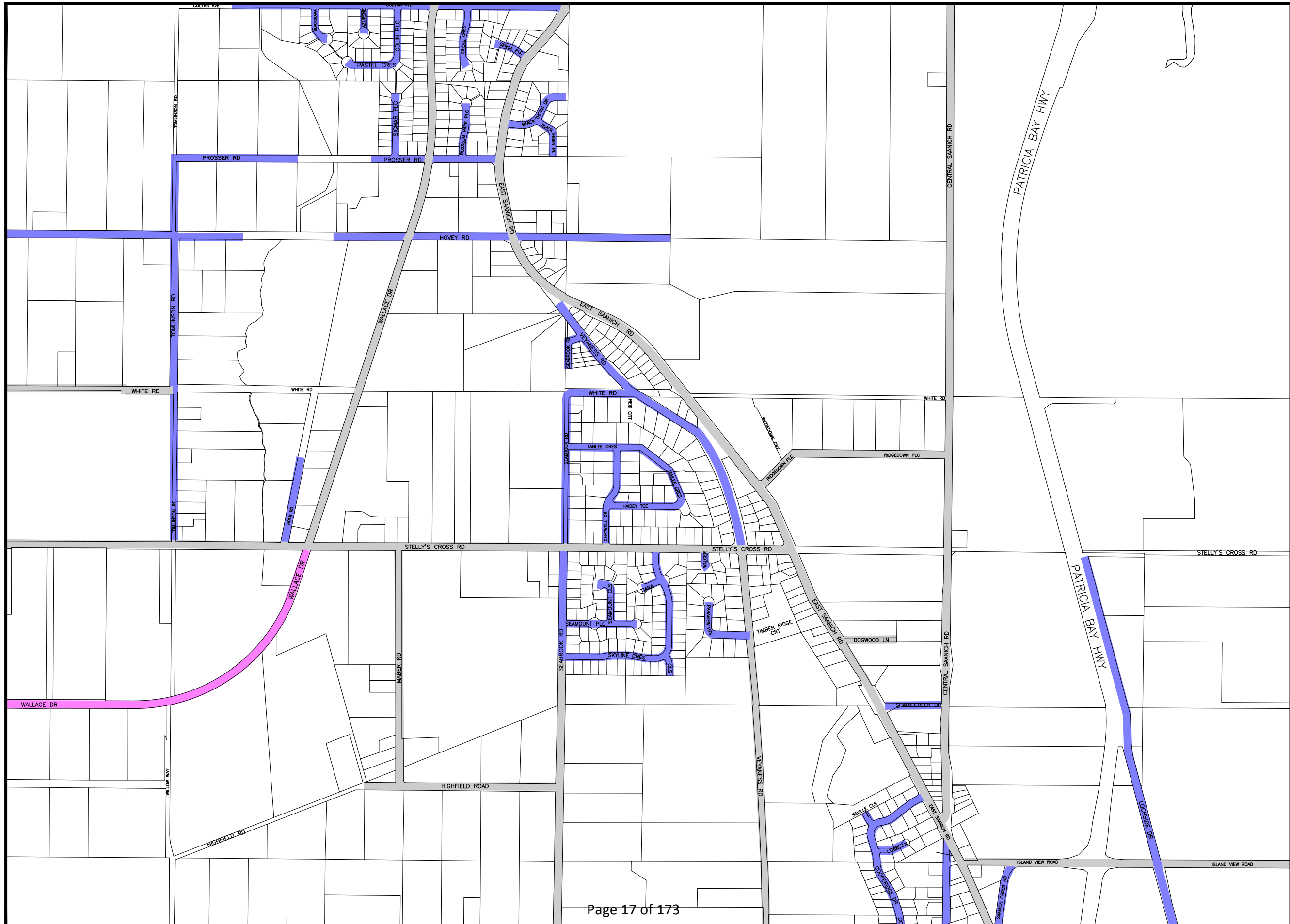
6 TO SOUTH

5 TO EAST

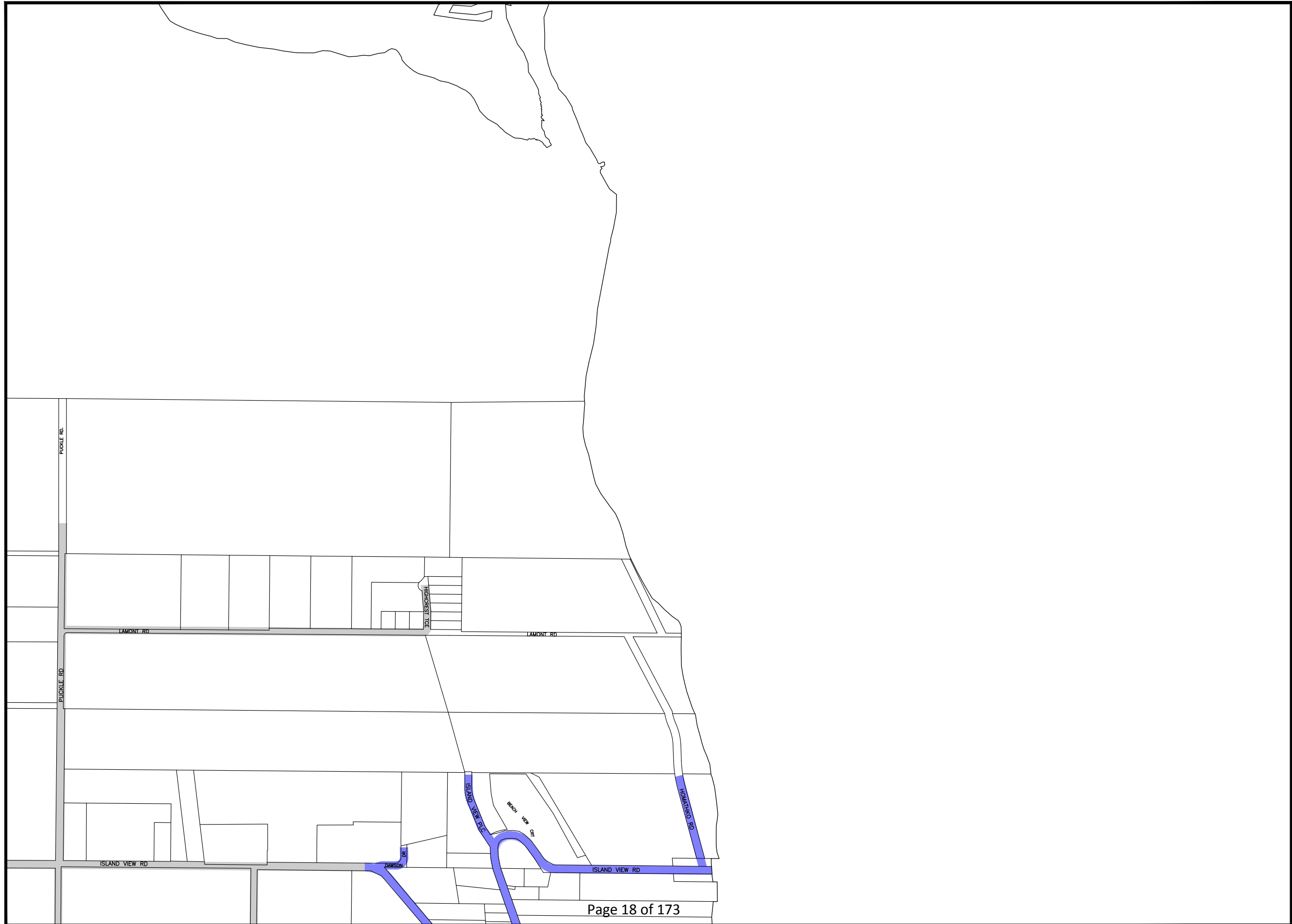


4 TO WEST

6 TO EAST



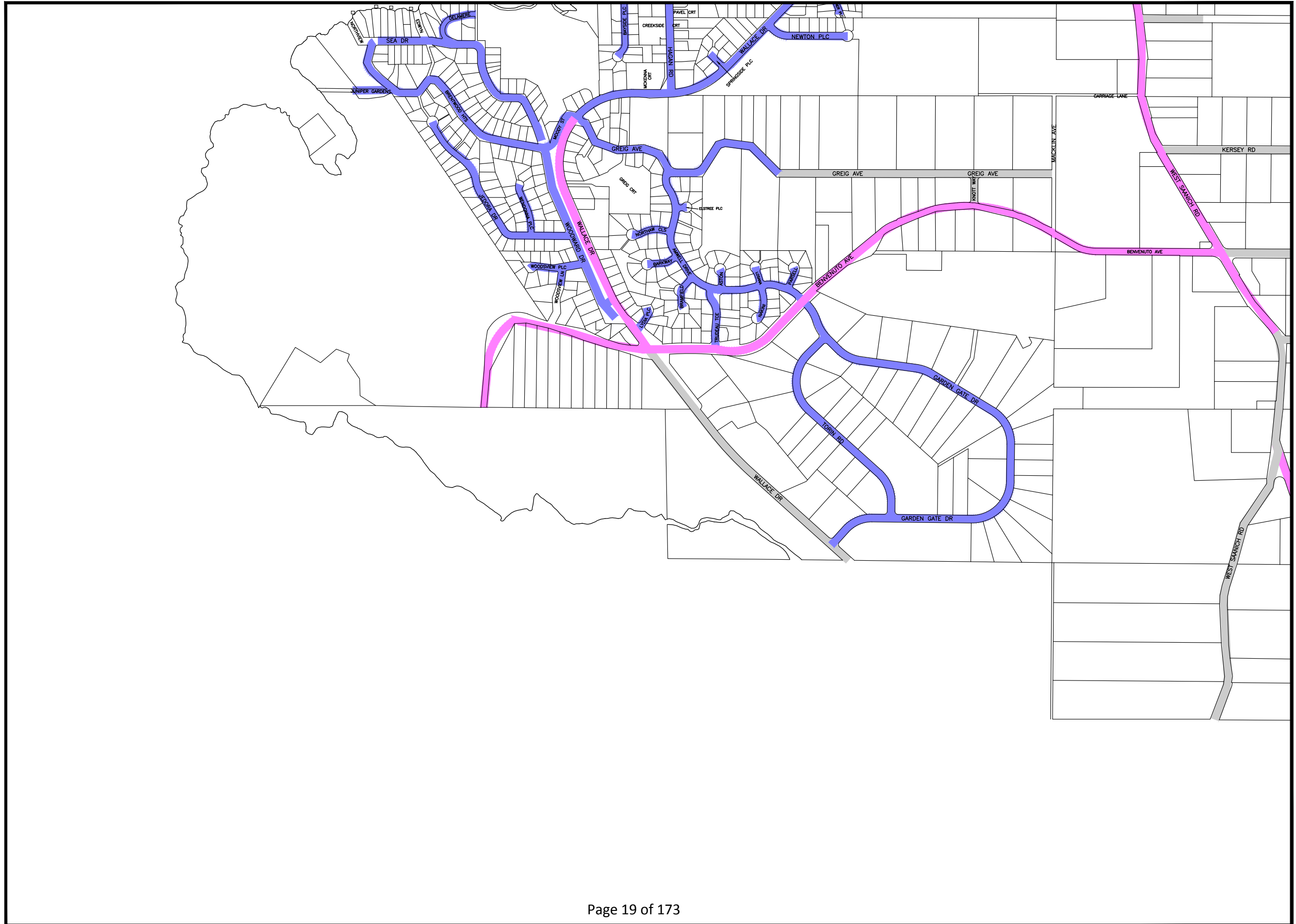
5 TO WEST

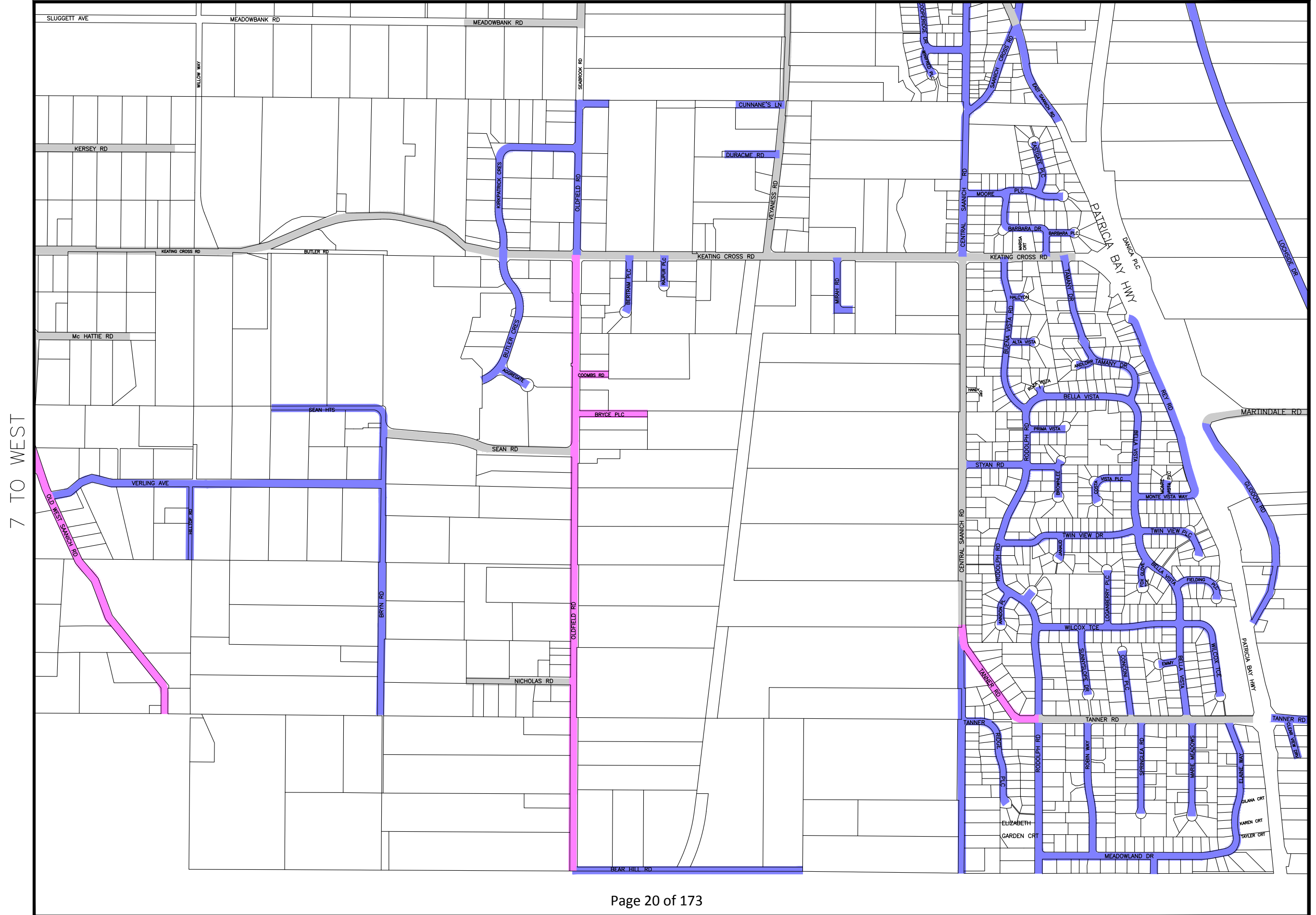


9 TO SOUTH

6 TO WEST

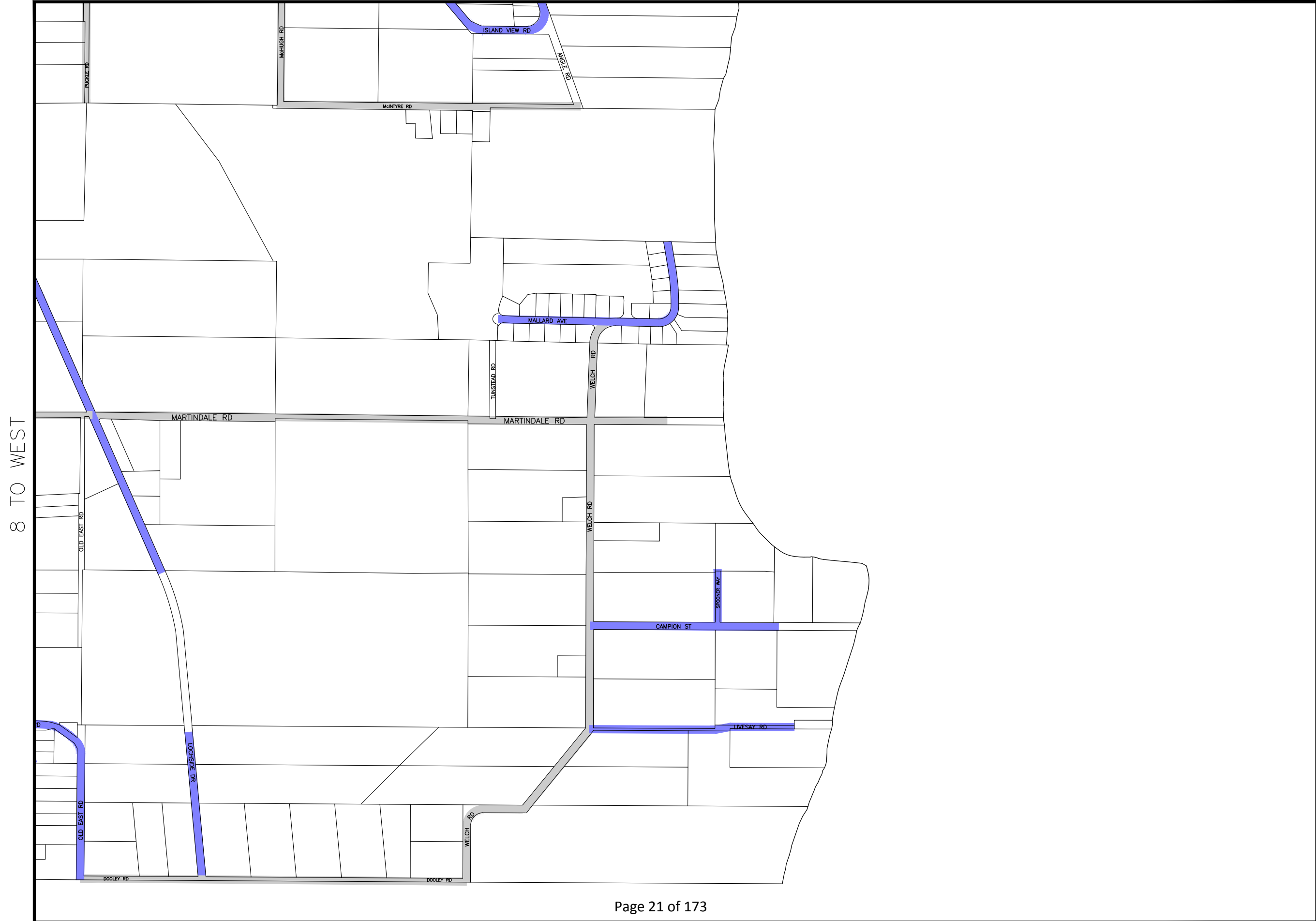
8 TO EAST





7 TO WEST

9 TO EAST





The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 13, 2026

Re: FireSmart Community Funding Grant

RECOMMENDATION(S):

4. That Council provide a resolution supporting the District of Central Saanich submitting a joint application to UBCM under the Community Resilience Investment Program, FireSmart Community Funding & Supports stream, with the District of Central Saanich acting as the primary applicant and the District of North Saanich as the sub-applicant, and that the District of Central Saanich be authorized to receive and administer the grant funding on behalf of both municipalities.

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PURPOSE:

To seek Council's direction and support to submit the District's joint grant application with the District of North Saanich to the UBCM Community Resilience Investment Program (CRIP) 2026 FireSmart Community Funding & Supports stream.

BACKGROUND:

The Community Resiliency Investment (CRI) fund is a program designed to reduce the risk of wildfires and mitigate the impacts on British Columbia communities. This Provincial function is administered by the Union of BC Municipalities (UBCM). There are several funding streams available, and the District would like to continue with the FireSmart Community Funding & Supports program. This program provides local governments and First Nations communities the ability to increase resiliency by undertaking community based FireSmart planning and activities that support the reduction of risk from the impacts of wildfires.

Strengthening wildfire resilience remains an important priority for the District, particularly in areas where residential neighbourhoods interface with forested landscapes.

Over the past three years, the District's FireSmart Program has supported wildfire risk reduction in Central Saanich through community education, property assessments, and collaborative initiatives aimed at improving local preparedness. Funding received through the current grant has enabled the District to implement a range of FireSmart activities that align with the objectives outlined in the District's Community Wildfire Protection Plan.

Key program activities have included:

- Community education, outreach, and public engagement
- Home and property wildfire risk assessments
- Vegetation management and FireSmart landscaping guidance
- Neighbourhood recognition initiatives for strata and organized communities
- Collaboration with regional, provincial, and First Nations partners

These initiatives have historically been supported through provincial grant funding streams delivered annually through the Union of British Columbia Municipalities FireSmart Community Funding and Supports program.

Recent updates to the provincial funding framework have introduced several constraints, including the elimination of funding for fuel management and wildfire impact recovery, as well as a transition to one-year funding terms for all applications. While FireSmart program activities remain eligible, municipalities must now reapply annually and compete within the revised funding structure.

DISCUSSION:

The upcoming closed intake will be assessed through a competitive process based on merit and alignment with funding priorities. All applications submitted by April 30, 2026 will be considered together, with eligible submissions scored on their alignment with program objectives, overall merit, and priority. Funding for this intake is limited, and high demand is anticipated, likely resulting in a substantially oversubscribed process.

FireSmart programming is inherently relationship-based and relies on dedicated staff to deliver consistent outreach, property assessments, and ongoing support for residents. Without stable, multi-year funding, sustaining long-term planning, community engagement, and neighbourhood-level wildfire risk reduction becomes increasingly challenging.

Funding eligibility is determined by a municipality's Wildland Urban Interface (WUI) classification. Higher-risk communities may receive allocation-based funding with more predictable access, while lower-risk communities must apply through the competitive intake process, which generally provides smaller funding amounts. Risk classification is based primarily on publicly owned lands and infrastructure, as private property data cannot be collected without landowner participation. As a result, assessed risk levels may not fully capture wildfire risk across the broader community, particularly where residential areas interface with forested lands.

In response to these changes, regional collaboration may strengthen the District's ability to access future funding and improve program delivery. A coordinated approach with North Saanich would allow both municipalities to align training, outreach, and implementation efforts while improving efficiency for staff, contractors, and volunteers. Given the increasing wildfire risk across British Columbia, losing or reducing this program would greatly impact our proactive risk reduction efforts and community preparedness.

Both municipalities share significant Wildland Urban Interface areas, particularly around LAU, WELNEW/John Dean Provincial Park, where residential neighbourhoods and parkland interface with forested landscapes. Collaborative planning in this area may also support improved coordination with the BC Wildfire Service and the Capital Regional District, while creating opportunities to further strengthen partnerships with WSÁNEĆ First Nations in future program initiatives.

IMPLICATIONS:

Financial/ Resource

The total grant application is for \$400,000. The amount is split evenly between the two municipalities based on our current Risk Level 3.

The current FireSmart Program is funded through UBCM Community Resilience Investment Program, FireSmart Community Funding & Supports grant. There are no other funds identified in the 2026/27 budget for this program if the application is not successful.

First Nations

Both WJOLELP (Tsartlip) and S7ÁUTW (Tsayout) First Nations currently receive grant funding that supports FireSmart coordination within their respective communities. This new grant would allow the District to continue working collaboratively with neighbouring communities and First Nations that are undertaking similar wildfire risk reduction initiatives.

Engagement with Tsartlip First Nation and Tsawout First Nation will occur in a respectful and collaborative manner, recognizing the importance of traditional knowledge, particularly where FireSmart education, prevention activities, or risk reduction initiatives occur near shared boundaries.

This work will also focus on supporting awareness and education opportunities, while encouraging community participation in FireSmart initiatives and potential future grant applications within First Nations communities.

Where appropriate, nearby local authorities will be consulted when wildfire risk assessments or program activities occur in proximity to First Nations lands. Building on the relationships that have been established and continue to strengthen, the District of Central Saanich hopes to explore opportunities for future collaboration with the Nations on FireSmart initiatives and potential joint funding opportunities.

Legal/HR

If funding through this grant opportunity is not secured, the FireSmart Program would be at risk, including the potential loss of the program coordinator position. Under the revised application criteria, should grant funding be reduced or unavailable, the District would need to consider one of the following options:

- Temporarily suspend the program until funding becomes available;
- Significantly scale back program activities; or
- Incorporate program costs into the municipal budget, establishing the FireSmart Program as a permanent, municipally funded initiative.

OPTIONS:

Option 1 (recommended):

That Council provide a resolution supporting the District of Central Saanich submitting a joint application to UBCM under the Community Resilience Investment Program, FireSmart Community Funding & Supports stream, with the District of Central Saanich acting as the primary applicant and the District of North Saanich as the sub-applicant, and that the District of Central Saanich be authorized to receive and administer the grant funding on behalf of both municipalities.

Option 2:

That the District of Central Saanich submit an application to UBCM under the Community Resilience Investment Program, FireSmart Community Funding & Supports stream as the sole applicant, consistent with previous applications.

CONCLUSION:

In conclusion, the FireSmart Program is a critical tool for reducing wildfire risk, enhancing community resilience, and fostering collaboration with neighbouring communities and First Nations. Through a joint application with the District of North Saanich, with Central Saanich as the primary applicant, this grant will support coordinated program delivery, maximize efficiency, and strengthen regional partnerships. Securing funding will allow the District to maintain program capacity, continue engagement with residents and First Nations, and build on existing relationships. Without this funding, the program's continuation would be uncertain, requiring consideration of reduced scope or municipal support. Investing in FireSmart now ensures the District is well-positioned to address wildfire risk and leverage future regional and funding opportunities.

Report written by:	Lisa Banfield, Emergency Program Manager
Respectfully submitted by:	Stacey Lee, Fire Chief/Director of Fire and Emergency Programs
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A: UBCM FireSmart Application
- Appendix B: Wildland Urban Interface shared with the District of North Saanich



Local Government Program Services

Step 1 - Submit Online Application Form

Please review your responses before submitting this form.
This form does not auto-save responses and cannot be edited after submission.

Primary Applicant

Please select from the drop-down menu below. Please note: if the name of your organization is not included in the drop-down menu, contact lgps@ubcm.ca in order to determine eligibility and next steps.

Central Saanich (District) ▼

* Primary Contact Information

Full Name Lisa Banfield

Position Emergency Program Manager

Email lisa.banfield@csaanich.ca

Phone (250) 544 - 4231 Extension

Mailing Address 1512 Keating Cross Road

Saanichton BC ▼ V8M 1W9

* Secondary Contact Information

Full Name Stacey Lee

Position Fire Chief

Email stacey.lee@csaanich.ca

Phone (250) 544 - 4226 Extension

* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).

Are there any Sub-Applicants? Yes No

Identification of Sub-Applicants

For all regional projects, please list all of the eligible sub-applicants included in this application. Refer to the Program and Application Guide for eligibility.

Sub-applicant North Saanich (District) ▼ Delete

Add

Rationale for Regional Projects

Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.

A regional application lets Central Saanich and North Saanich combine staffing, training, outreach, and procurement, apply consistent standards, and schedule work so crews, contractors, and volunteers are used efficiently. The districts share extensive WUI along their border, where residents and parks intermix with the forest. Joint planning lowers costs, improves data sharing and operations with BCWS and the CRD, and builds a platform to include WSÁNEĆ First Nations partners in the next intake.

(500/500)

Project Title

Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.

Regional FireSmart and Wildfire Resiliency Initiative — Central Saanich & North Saanich

Start Date

2026-09-30

**End Date**

2027-09-29

**Funding Request**

Refer to the Program and Application Guide for eligible grant amounts and maximums. Please provide an accurate estimate below and note that UBCM will be verifying the Application Worksheet and budget amounts.

Estimated Total Project Budget

\$ 400,000

Estimated Total Grant Request

\$ 400,000

Other Funding

If you have applied for or received funding for this project from other sources, please indicate the source and the amount of funding received or applied for.

Amount

\$

Source**Project Summary**

Provide a brief summary of proposed activities.

This project expands FireSmart capacity across Central Saanich and North Saanich to reduce wildfire risk to people, homes, farms, and key services. It funds coordinator time, community education, home and site assessments, eligible projects for critical infrastructure and community assets, training, and common tools. Priority outreach and assessments target the shared WUI border. The regional model improves cost control and prepares for formal collaboration with WSÁNEĆ First Nations next intake.

(500/500)

Progress to date

If previously funded under same funding program/funding stream, provide an update on the status of previously approved projects.

Both municipalities maintain active FireSmart programming with a coordinator function, seasonal outreach, and growing home ignition zone assessments. Current CWRP or CWPP work identifies priority areas near homes, farms, and lifeline routes, including contiguous WUI on the shared border. Staff collaborate with BCWS, the CRD, and local First Nations. Joint planning has aligned booking, messaging, and referrals and is ready to scale delivery.

(444/500)

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Submitted by

Lisa Banfield

Email

lisa.banfield@csaanich.ca

Please ensure to review your responses before submitting this form.
Any changes or amendments can be requested via email.

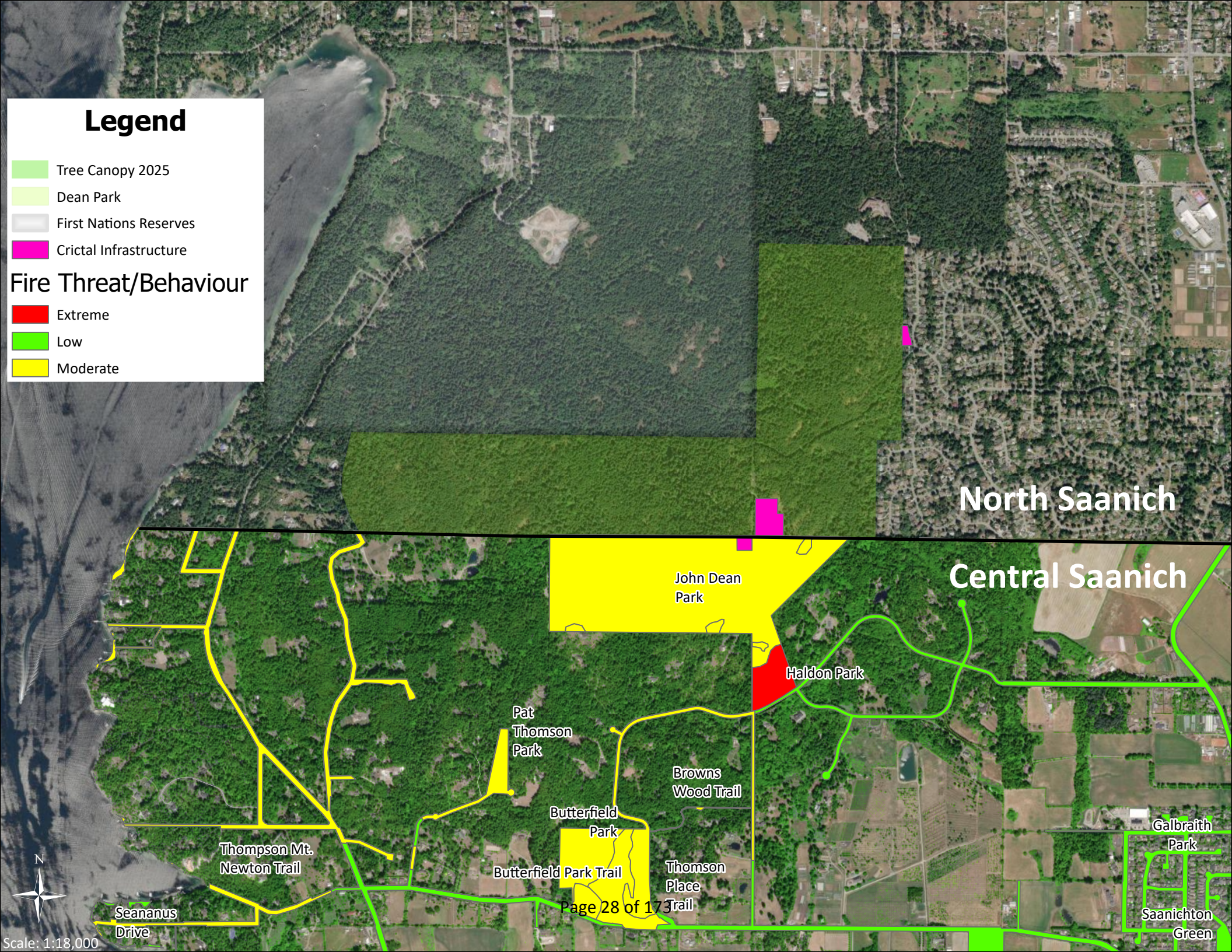
Submit

Legend

- Tree Canopy 2025
- Dean Park
- First Nations Reserves
- Critical Infrastructure

Fire Threat/Behaviour

- Extreme
- Low
- Moderate



North Saanich

Central Saanich

John Dean Park

Haldon Park

Pat Thomson Park

Browns Wood Trail

Butterfield Park

Thomson Place Trail

Thompson Mt. Newton Trail

Butterfield Park Trail

Page 28 of 173 Trail

Seananus Drive

Galbraith Park

Saanichton Green



Scale: 1:18,000



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 13, 2026

Re: 6922 Saanich Cross Road – Bylaw Amendment

RECOMMENDATION(S):

1. *That Zoning Bylaw Amendment Bylaw No. 2216, 2024 (6922 Saanich Cross Road) be adopted.*
2. *That Development Permit application 3060-20-22/21 (6922 Saanich Cross Road), which includes variances for lot frontage and setbacks, be authorized for issuance*

PURPOSE:

The proposal for 6922 Saanich Cross Road involves subdividing the existing single-family lot into three parcels. Two of the new parcels would be developed with single-family homes with suites, while the existing single-family dwelling would be retained.

The proposal requires a Zoning Bylaw amendment to allow for increased density and reduced lot size, floor area ratio (FAR), and parking standards. It also involves subdivision approval and a development permit with variances related to lot frontage, parking layout, and setbacks.

The following conditions have been satisfied, and Council may now consider adopting the Zoning Bylaw:

- A section 219 covenant has been registered on the property restricting the maximum number of units to two per new lot that is less than the minimum subdivision area (750m²) prior to consideration of adoption.
- A section 219 covenant has been registered to dedicate the current 142.9m² statutory right of way area to the District as road dedication.
- \$15,000 for amenity contributions toward the Affordable/Housing Community Amenity Reserve Fund and toward the General Amenity Reserve Fund have been remitted to the District.

BACKGROUND:

Report from the November 25, 2024 Regular Council Meeting:

[6922 Saanich X Rd. - Small Lot Development](#)

Advisory Planning Commission Meeting on January 15, 2025:

[APC Meeting Minutes - Jan. 15, 2025](#)

CONCLUSION:

Zoning amendment bylaw no. 2216 can now be adopted following all conditions of zoning being satisfied. Following adoption of the zoning amendment bylaw Council may consider issuance of Development Permit application 3060-20-22/21.

Report written by:	Laura Li, Planning Technician
Respectfully submitted by:	Kerri Clark, Manager of Planning
Concurrence by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

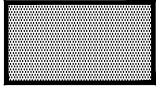
ATTACHMENTS:

- Appendix A: Site Context Map
- Appendix B: Site and Landscaping Plan
- Appendix C: Letter of Rationale
- Appendix D: Site Survey
- Appendix E: Draft Development Permit Redacted
- Appendix F: Draft Bylaw Amendment No. 2216

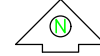
Appendix 'A' To Bylaw No. 2216

6922 Saanich Cross Rd

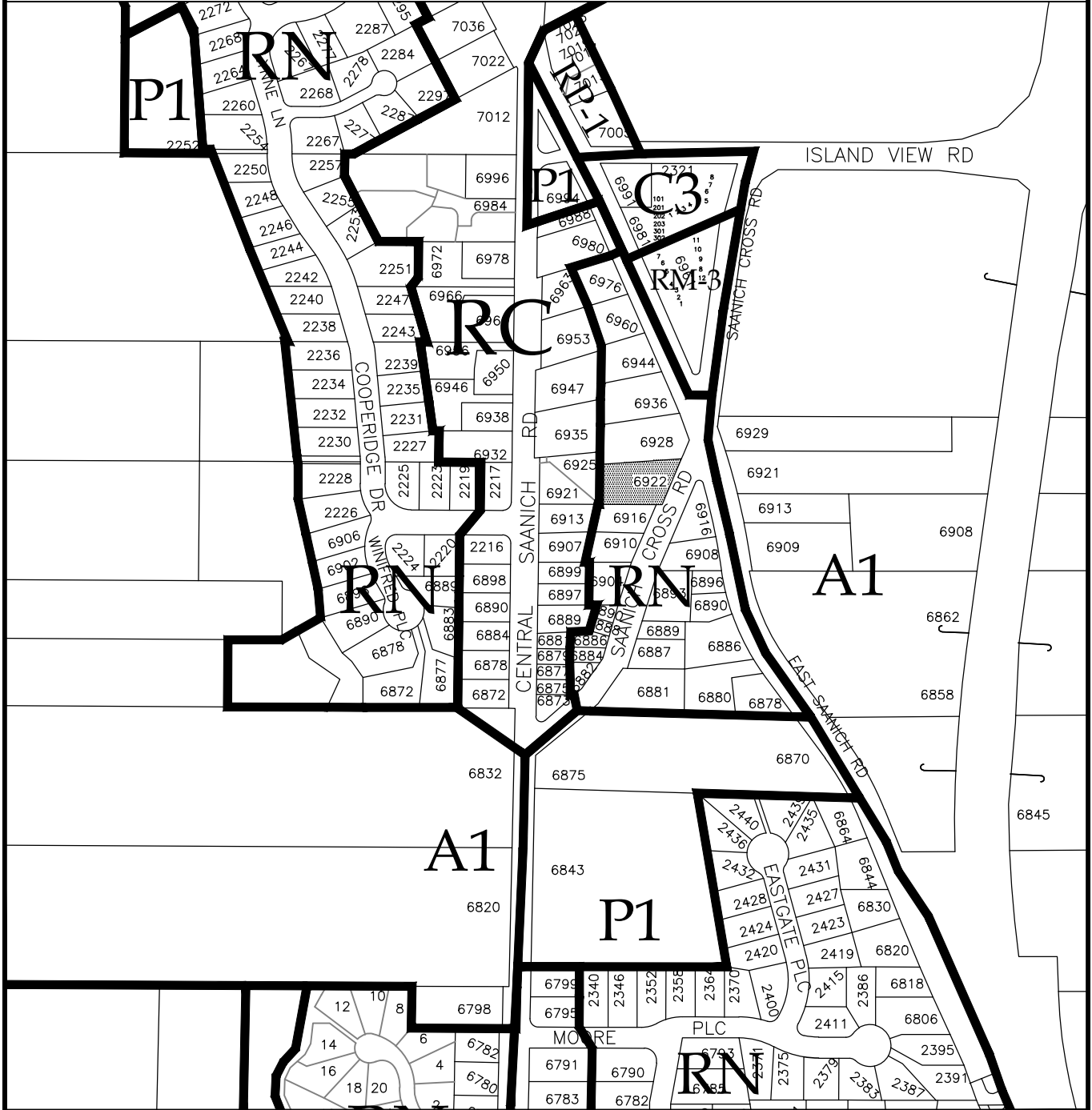
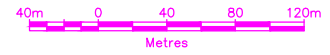
LEGEND

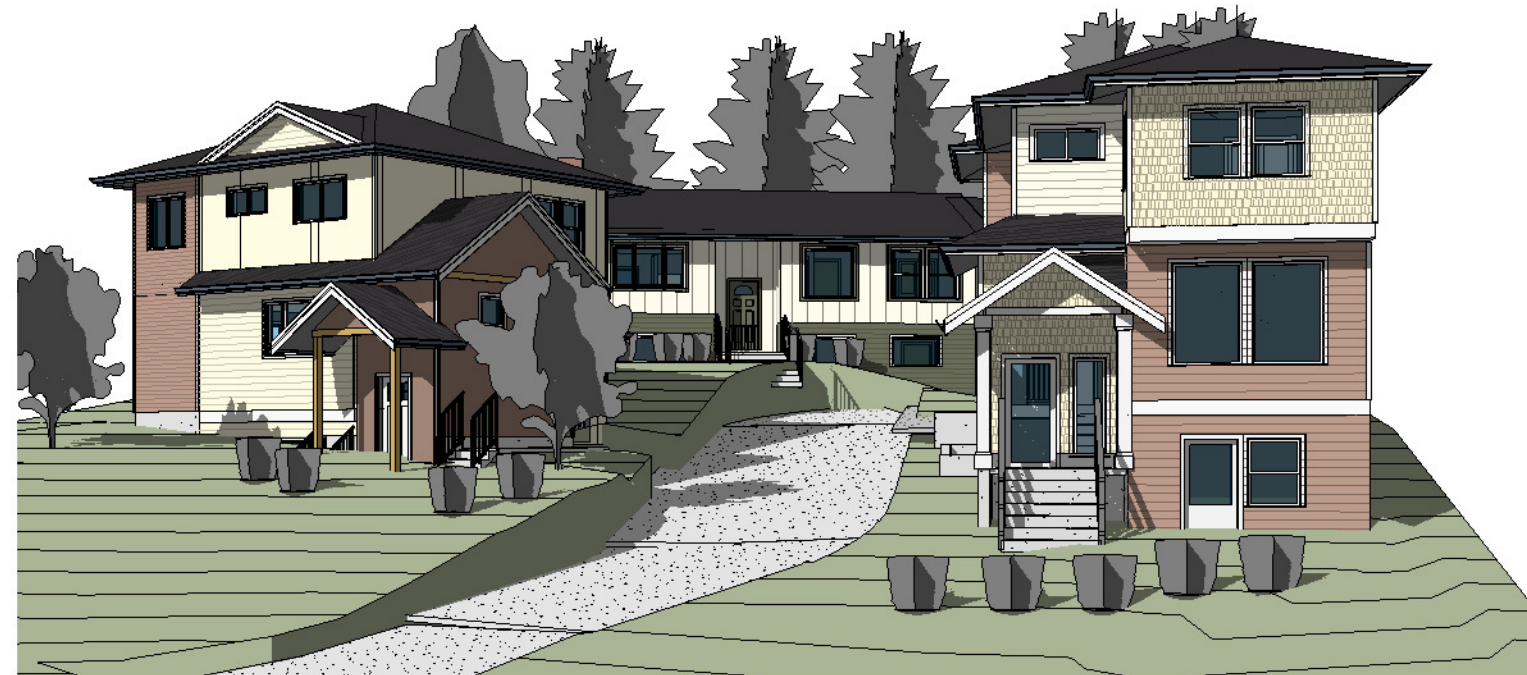


SUBJECT SITE

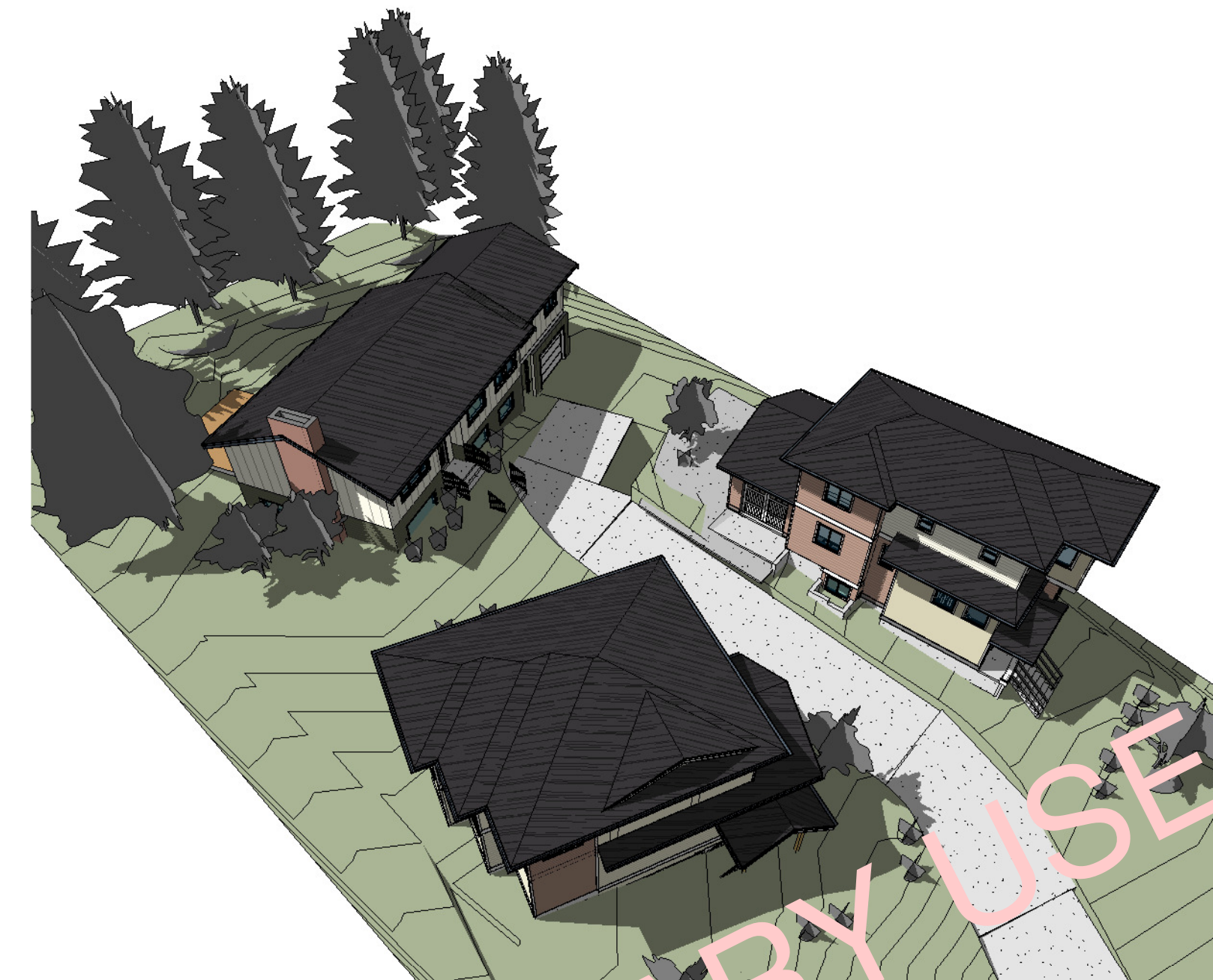


scale 1:4000





2 3D View 1



3 3D View 2

PROJECT DATA EXISTING HOUSE:

ZONING: Proposed R1-XS

SITE AREA: 7788 sf (723.5sm)

SITE COVERAGE: (max 40 %)
Proposed = 1724 sf = 22.1%

FLOOR AREAS:
may not exceed a floor area ratio of 0.50 = 3894 sf
OR a gross floor area of 180 sm (1937.5 sf) whichever is less

MAX GFA: 1937.5 sf

Proposed Floor Areas:

GAR	288 sf
MAIN	1052 sf
SCND	1052 sf
STE ADD	422 sf
TOTAL:	2814 sf = 0.36 FAR
	876.5 sf ***VARIANCE REQUESTED

SUITE PORTION:
422 sf = 16.7%

BUILDING HEIGHT: max permitted 8.0m (26.2')
FROM AV'G FIN GRADE 5.24m (17.2')

Setbacks:	REQUIRED	PROPOSED
Front:	6.0 m	5.91 m *Variance of .09 m REQUESTED
Side(north):	1.5 m	3.37 m
Side(south):	3.0 m	7.06 m
Rear:	7.5 m	6.40 m * Variance of 1.1 m REQUESTED
Lot frontage:	10 m	8.91 m *Variance of 1.11 m REQUESTED

PROJECT DATA LOT 2 :

ZONING: Proposed R1-XS

SITE AREA: 3258 sf (302.7 sm)

SITE COVERAGE: (max 40% lot coverage = 1303.2 sf)
proposed = 895 sf = 27.5%

FLOOR AREAS:
may not exceed a floor area ratio of 0.50 = (1629 sf)
OR a gross floor area of 180 sm (1937.5 sf) whichever is less

Max Floor Area Ratio = 0.5 = 1629 sf

Proposed FLOOR AREAS:

BSMT	622 sf
MAIN	622 sf
SCND	756 sf
TOTAL:	2000 sf
GAR	240 sf
Total w/ GAR	2240 sf
	0.69 FAR *VARIANCE REQUESTED
	611 sf *VARIANCEREQUESTED

BUILDING HEIGHT: max permitted 8.0m (26.2')
FROM AV'G FIN GRADE 7.12m (23.3')

Setbacks:	REQUIRED	PROPOSED
Front:	6.0 m	4.78 m for front porch posts *Variance of 1.22 m REQUESTED
Side(north):	1.5 m	1.5 m
Side(south):	3.0 m	3.19 m
Rear:	7.5 m	4.5 m * Variance of 3.0 m REQUESTED

PROJECT DATA LOT 3 :

ZONING: Proposed R1-XS, Central Saanich

SITE AREA: 3397 sf (315.6 sm)

SITE COVERAGE: (max 40% lot coverage = 1310.8 sf)
proposed = 1059 sf = 32.3%

FLOOR AREAS:
may not exceed a floor area ratio of 0.50 = (1638 sf)
OR a gross floor area of 180 sm (1937.5 sf) whichever is less

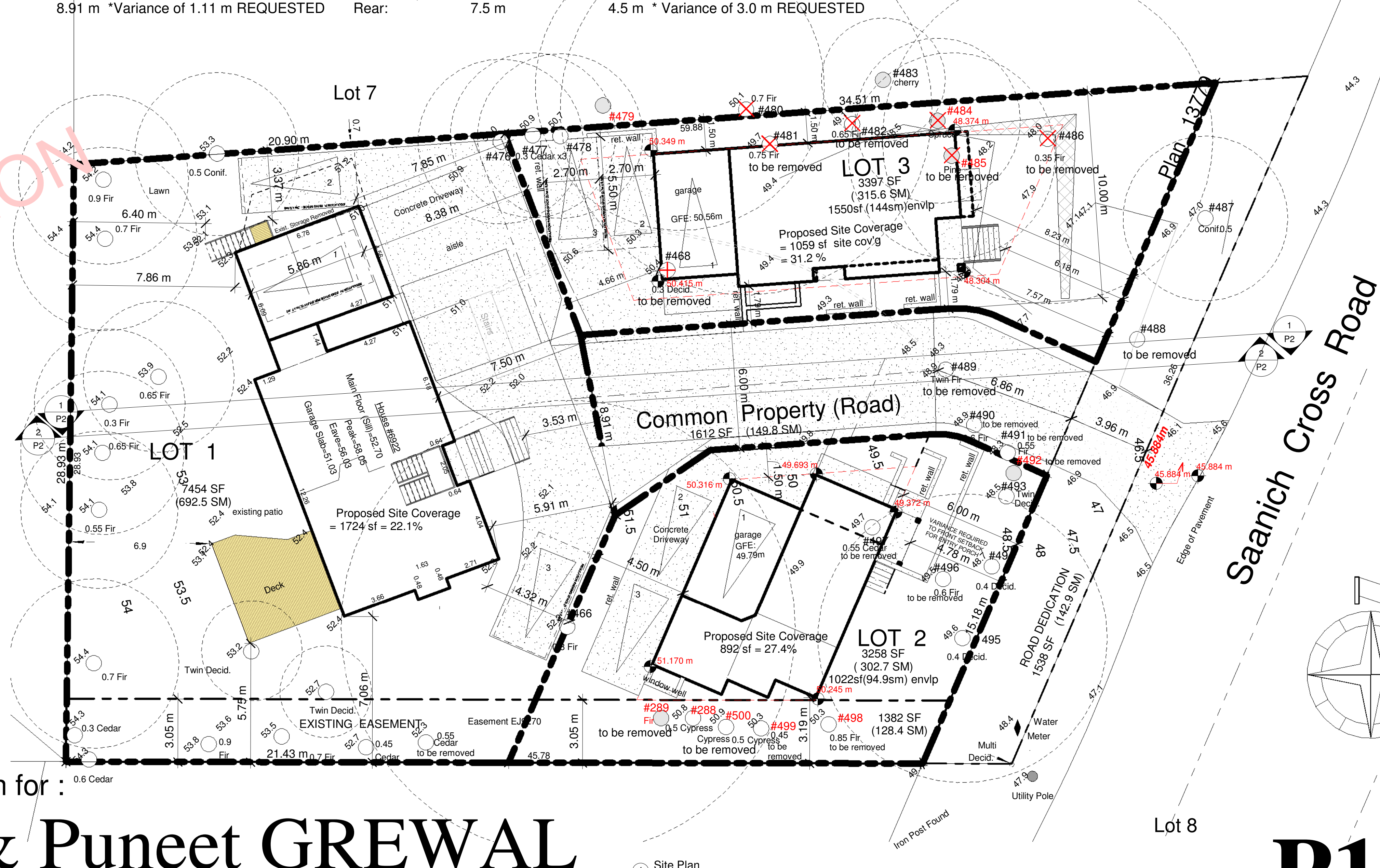
Max Floor Area Ratio = 0.5 = 1638 sf

Proposed FLOOR AREAS:

BSMT	749 sf
MAIN	749 sf
SCND	746 sf
TOTAL:	2244 sf
GAR	240 sf
Total with GAR	2484 sf
	= 0.73 FAR ** VARIANCE REQUESTED
	846 sf ** VARIANCE REQUESTED

BUILDING HEIGHT: max permitted 8.0m (26.2')
FROM AV'G NAT GRADE 7.48 m (24.5')

Setbacks:	REQUIRED	PROPOSED
Front:	6.0 m	6.18 m
Side(north):	1.5 m	1.5 m
Side(south):	3.0 m	1.79 m * Variance of 1.21 m REQUESTED
Rear:	7.5 m	4.66 m * Variance of 2.84 m REQUESTED



LOT 1:
SITE AREA: 7788 sf (723.5sm)

Bldg footprint
1495 sf (exist house)
236 sf (exist deck)
= 1731 sf = 22% of lot

Driveway/parking
488 sf
= 488 sf = 15.0% of lot

total hardscape percentage of lot = 43.1%

total softscape percentage of lot = 56.9%

LOT 2:
SITE AREA: 3258 sf (302.7 sm)

Bldg footprint
892 sf (exist house)
= 892 sf = 27.4% of lot

Driveway/parking
488 sf
= 488 sf = 15.0% of lot

total hardscape percentage of lot = 42.4%

total softscape percentage of lot = 57.6%

LOT 3:
SITE AREA: 3397 sf (315.6 sm)

Bldg footprint
1059 sf (exist house)
= 1059 sf = 31.2% of lot

Driveway/parking
603 sf
= 603 sf = 17.8% of lot

total hardscape percentage of lot = 49%

total softscape percentage of lot = 51%

McNEIL BUILDING DESIGNS LIMITED

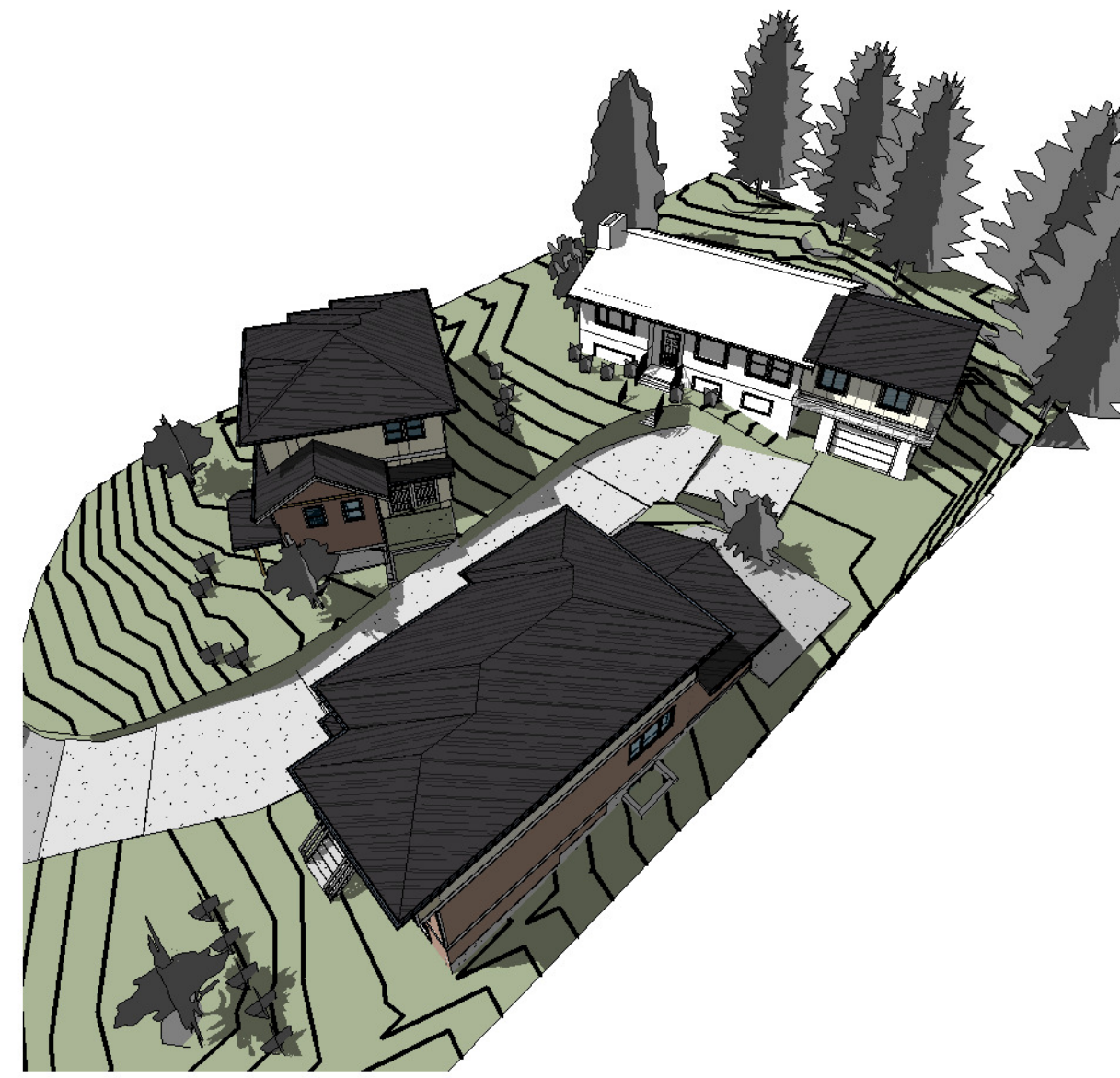
RON McNEIL, ASTTBC, BC, ASCT
1304 Lovers Lane,
Cobble Hill, BC V0R 1L6
Phone: 250.360.7307
info@mcneildesigns.bc.ca

Proposed 3 Lot Subdivision for :

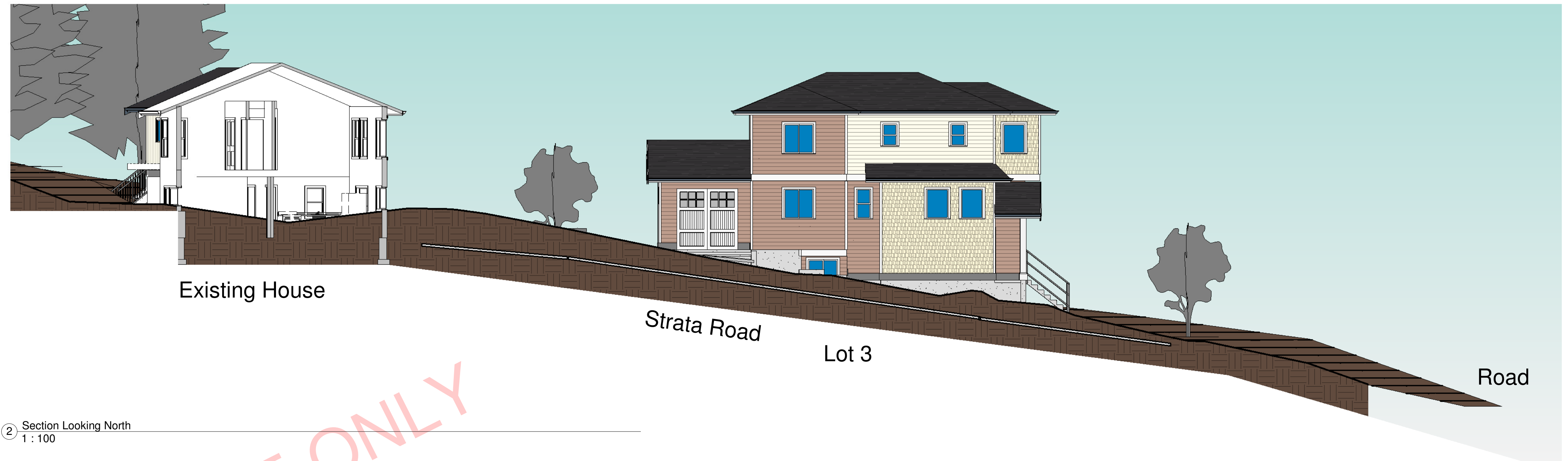
Sukhmeet & Puneet GREWAL
at: 6922 Saanich X Rd, Central Saanich, BC

1 Site Plan
1:125
Each home to have a conduit installed from laundry/mech to attic to facilitate future solar capability via voltaic and/or hot water.

P1

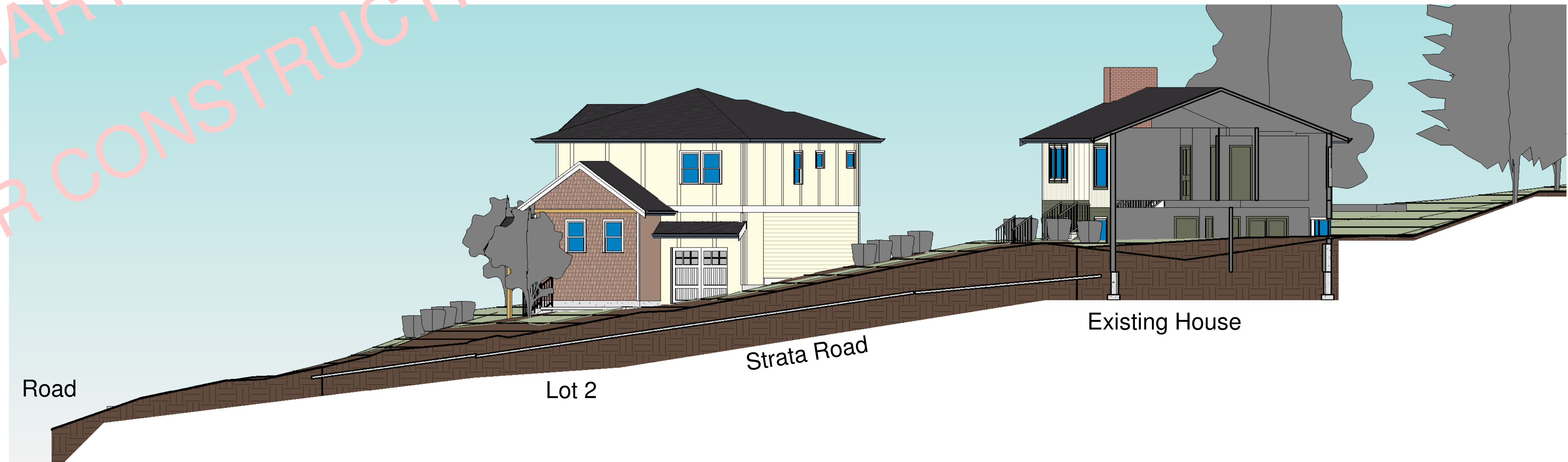


3 3D View 3



2 Section Looking North
1 : 100

PRELIMINARY USE ONLY
NOT FOR CONSTRUCTION



1 Section Looking South
1 : 100

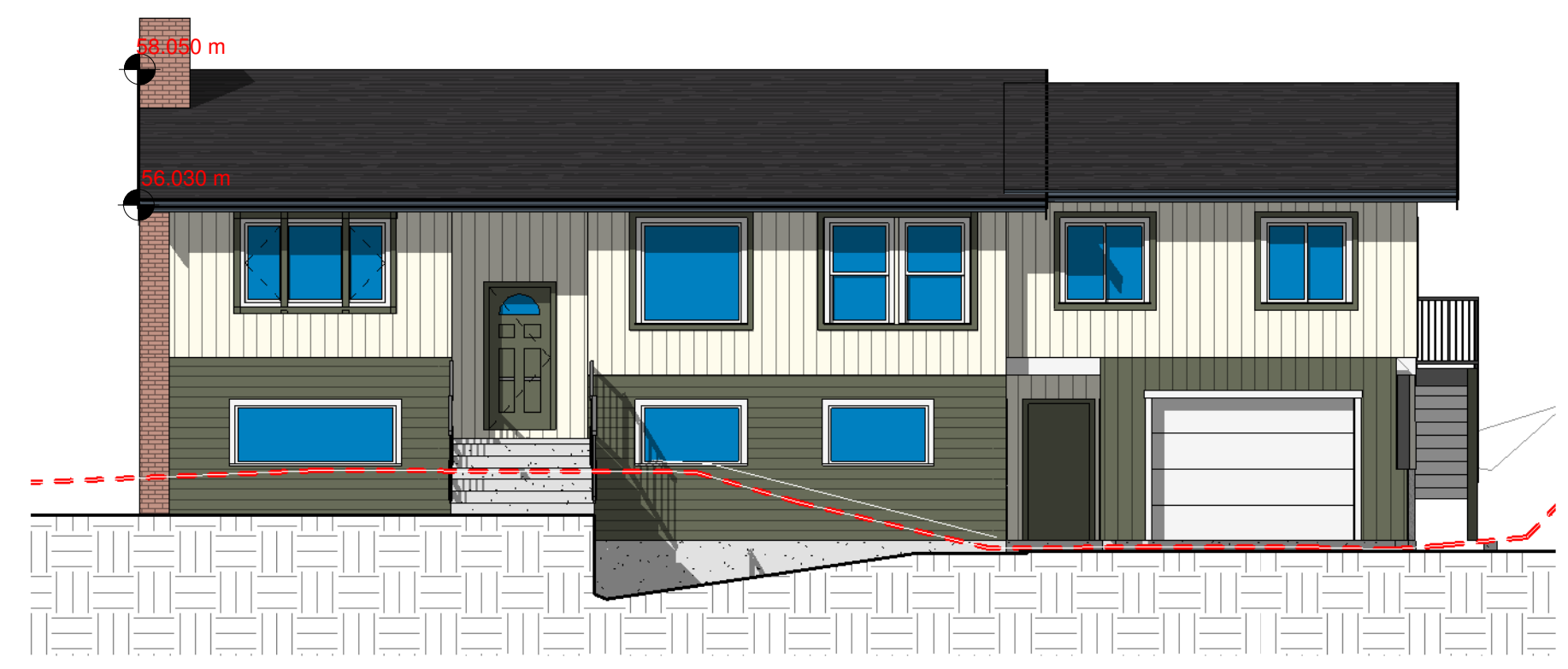


**McNEIL
BUILDING
DESIGNS
LIMITED**
RON McNEIL, ASTTBC, BC, ASCT
1304 Lovers Lane,
Cobble Hill, BC V0R 1L6
Phone: 250.360.7307
info@meneildesigns.bc.ca

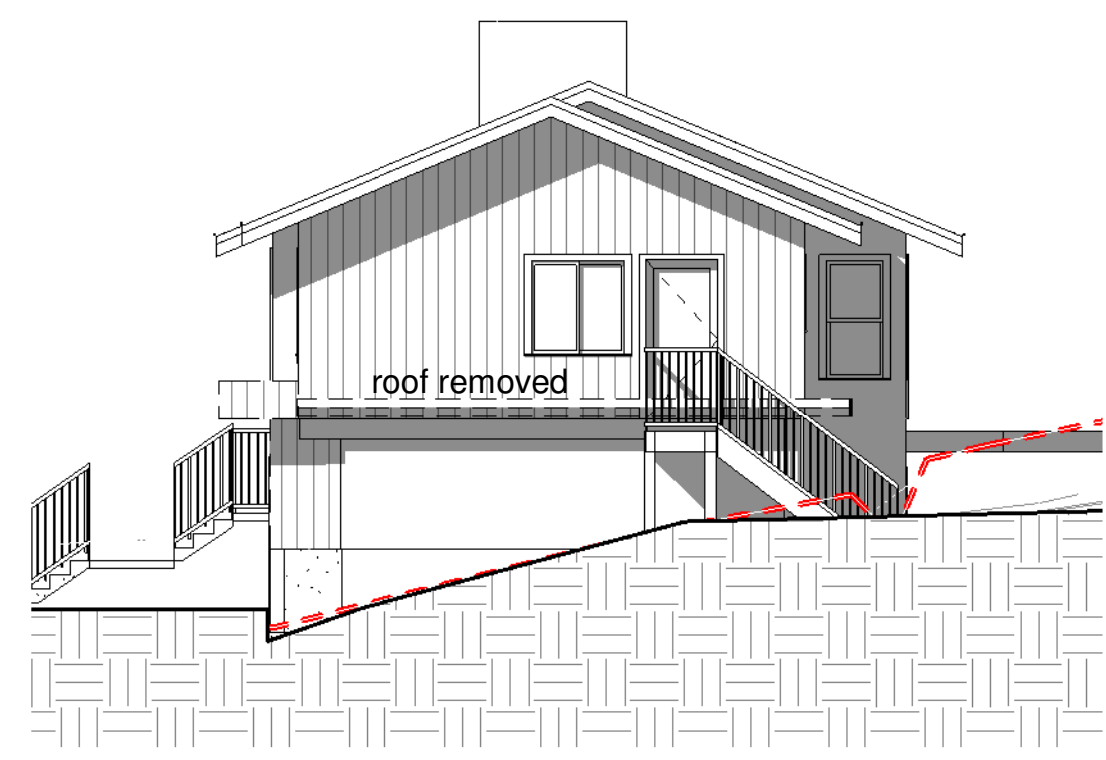
Proposed 3 Lot Subdivision for :

Sukhmeet & Puneet GREWAL
at: 6922 Saanich X Rd, Central Saanich, BC

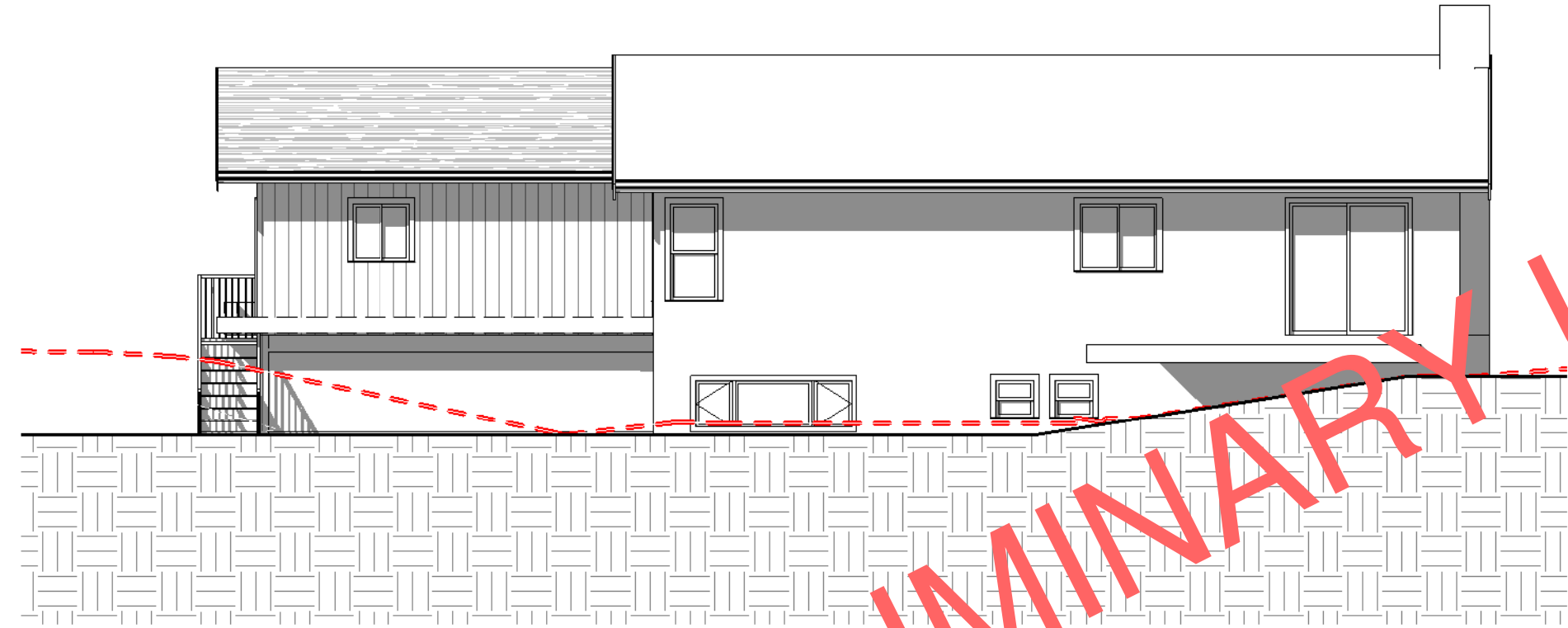
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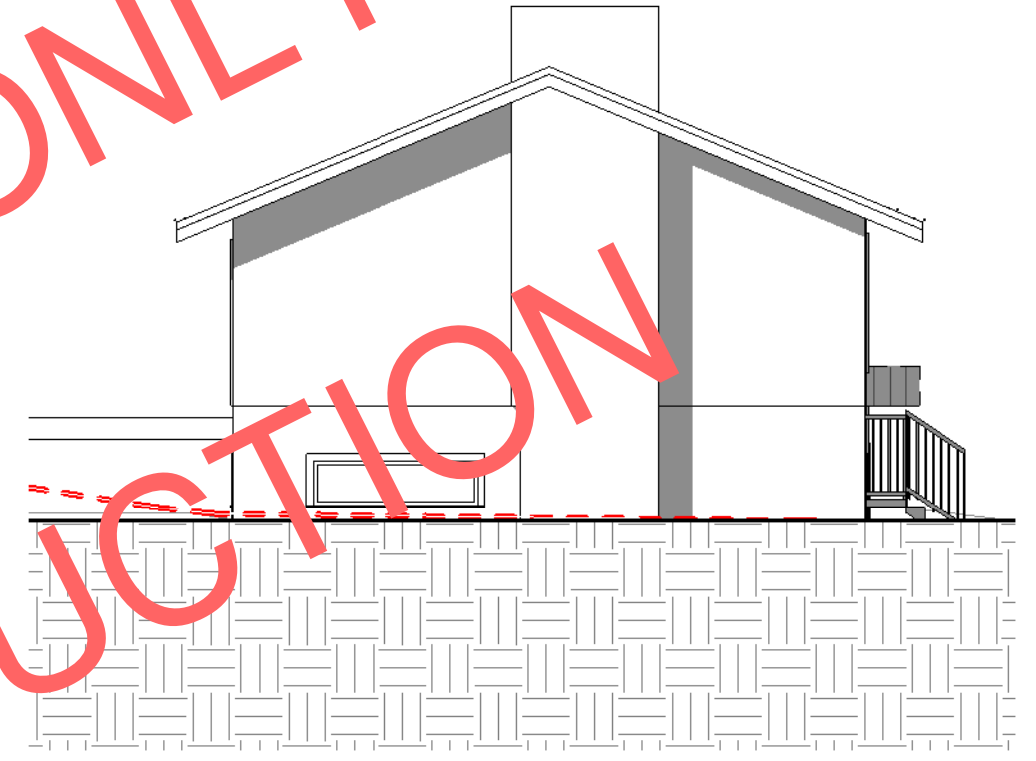
1 Front (north) Elevation
 1/8" = 1'-0"



2 Right (west) Elevation
 1/8" = 1'-0"

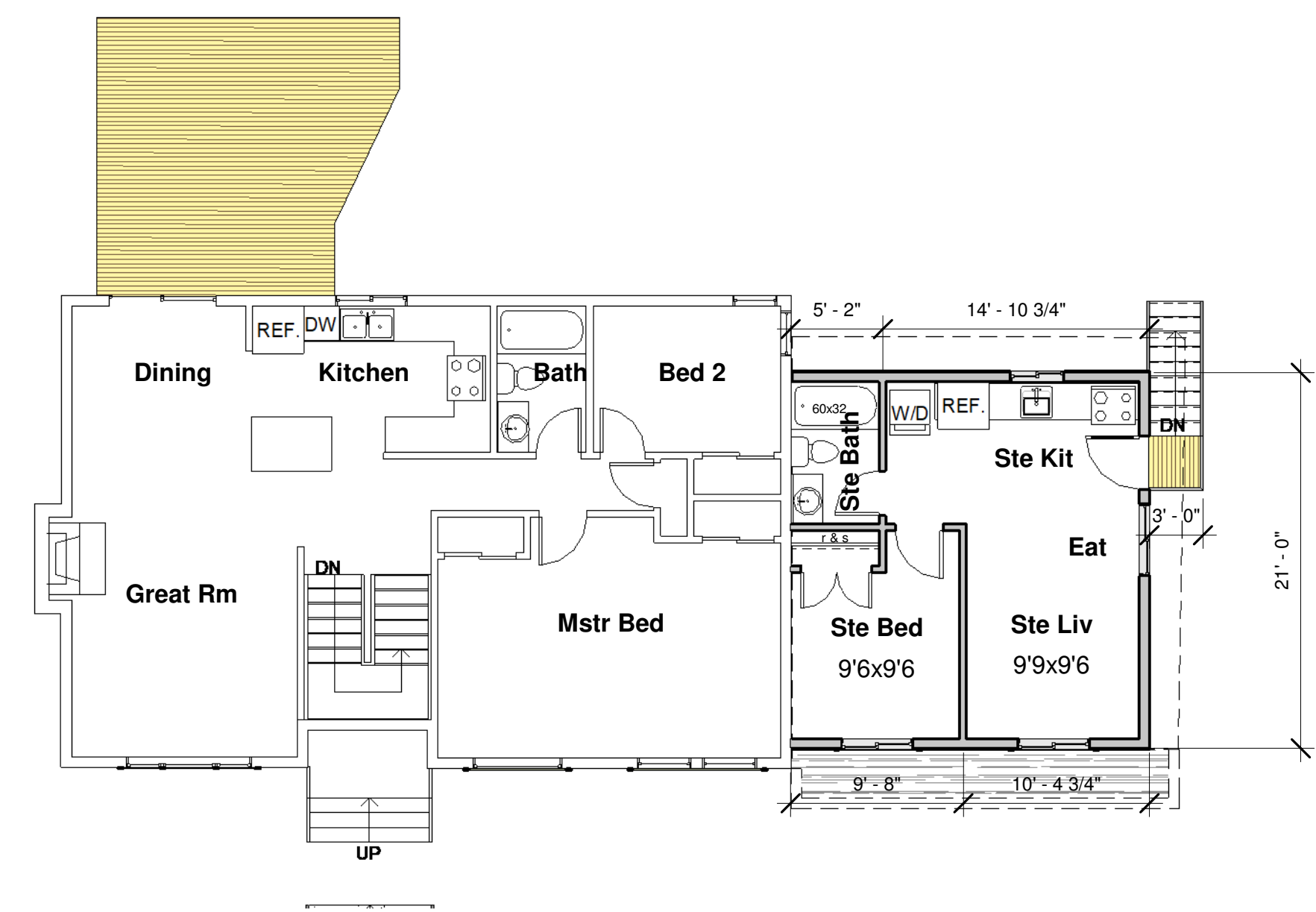


3 Rear (south) Elevation
 1/8" = 1'-0"



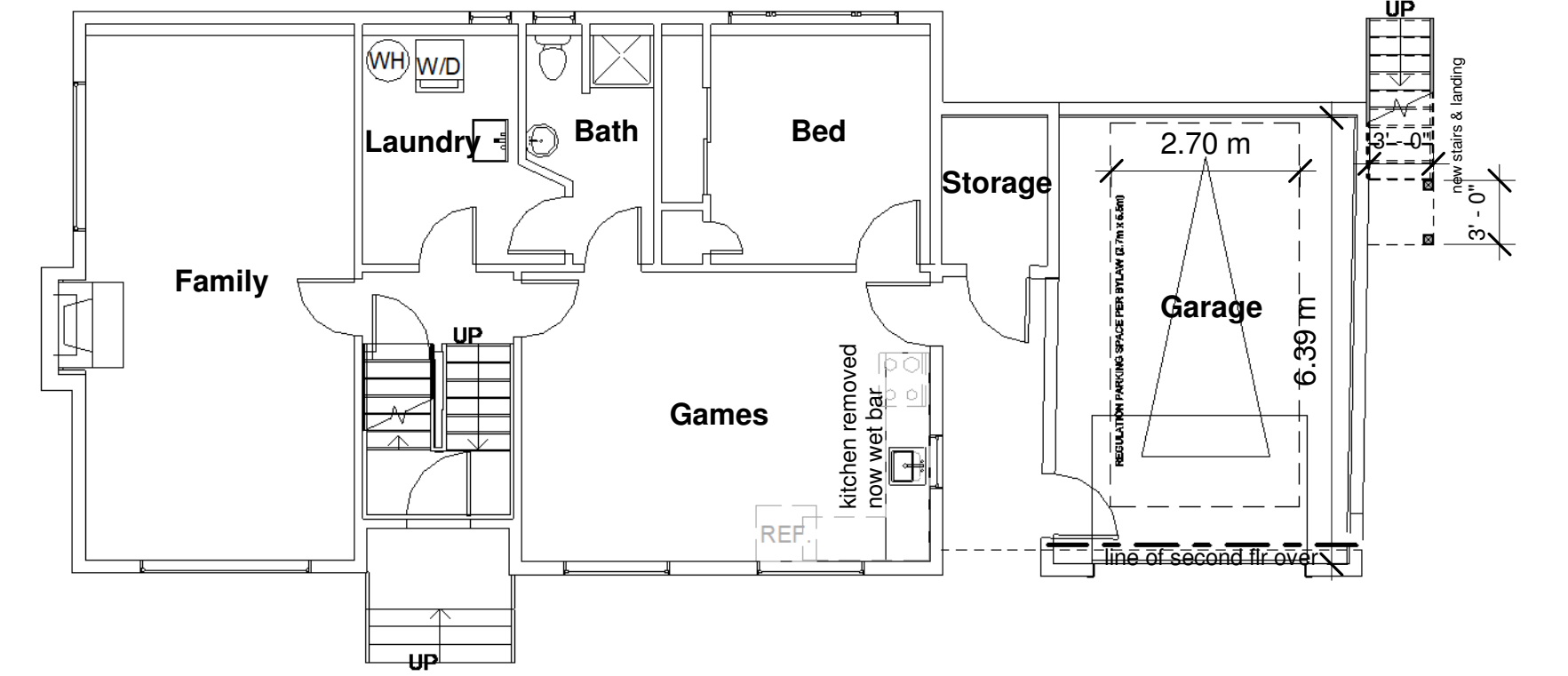
4 Left (east) Elevation
 1/8" = 1'-0"

PRELIMINARY USE ONLY
 NOT FOR CONSTRUCTION



6 Upper Floor
 1052 sf + 422 sf new addition
 1/8" = 1'-0"

Install a conduit from laundry/mech to attic to facilitate future solar capability via voltaic and/or hot water.



5 Lower Floor
 1052 sf + 288 sf garage
 1/8" = 1'-0"



RON McNEIL, ASTTBC, BC, ASCT
 1304 Lovers Lane,
 Cobble Hill, BC V0R 1L6
 Phone/Fax: 250.360.7307
 info@mcneildesigns.bc.ca

EX002 Universal White	EX058 Rain Forest	EX011 A Drop of Brown
PRIMARY EXTERIOR COLOUR	ACCENT EXTERIOR COLOUR	WHITE TRIM COLOUR
TO MATCH EXISTING		

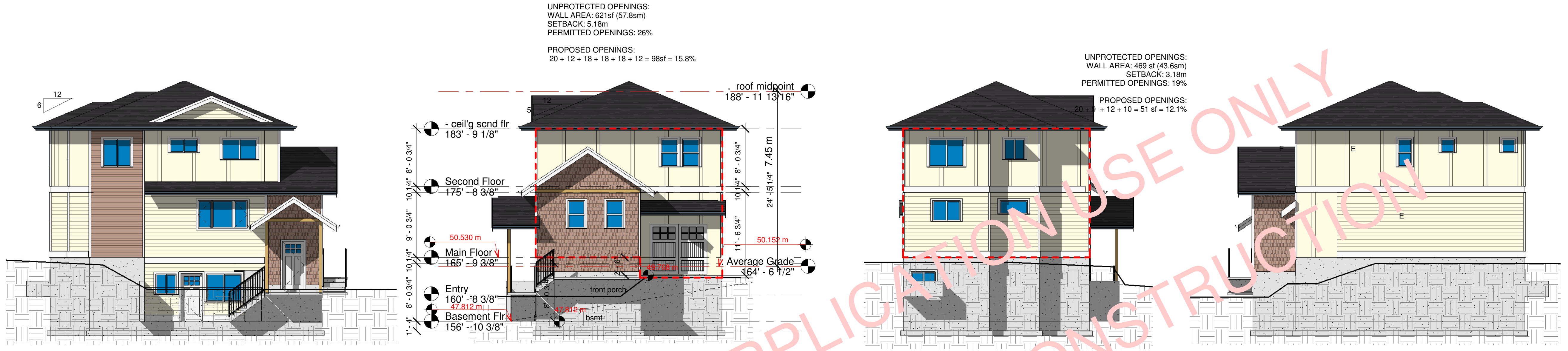
PROJECT DATA EXISTING HOUSE:
 ZONING: Proposed R1-XS
 SITE AREA: 7788 (723.5sm)
 SITE COVERAGE: (max 30% = 2336 sf)
 Proposed = 1724 sf = 22.1%
 FLOOR AREAS:
 may not exceed a floor area ratio of 0.45 = 3505 sf
 OR a gross floor area of 3505sm (3767 sf) whichever is less
 Max floor area ratio of 0.45 = 3505 sf
Proposed Floor Areas
 GAR 288 sf
 MAIN 1052 sf
 SCND 1052 sf
 STE ADD 422 sf
 TOTAL: 2814 sf = FAR 0.36
 SUITE PORTION:
 422 sf = 16.7%
 BUILDING HEIGHT: max permitted 9.0m (29.5')
 FROM AV'G FIN GRADE 5.24m (17.2')

Proposed 3 Lot Subdivision for :
Sukhmeet & Puneet GREWAL
 at: Lot 1, 6922 Saanich X Rd, Central Saanich, BC

P3

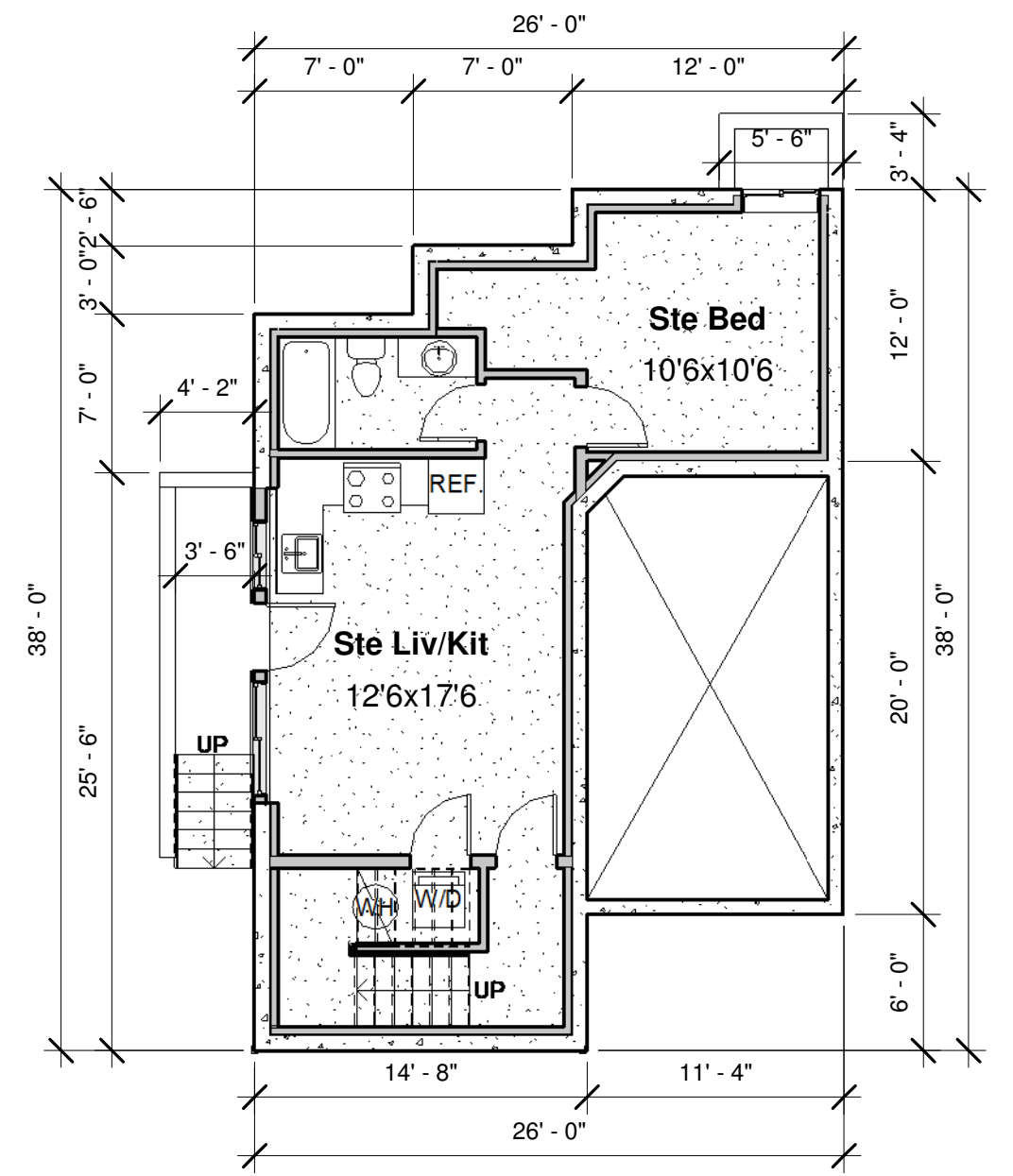


Dark Grey Roofing
Black Gutters etc...
E - Hardieplank siding - Main Ext. Colour Cloverdale Paint
F - Shingle Colour - Accent Ext. Colour Cloverdale Paint
G - K2 Stone - Rockford Limestone Veneer
Trim Colour - White Cloverdale Paint

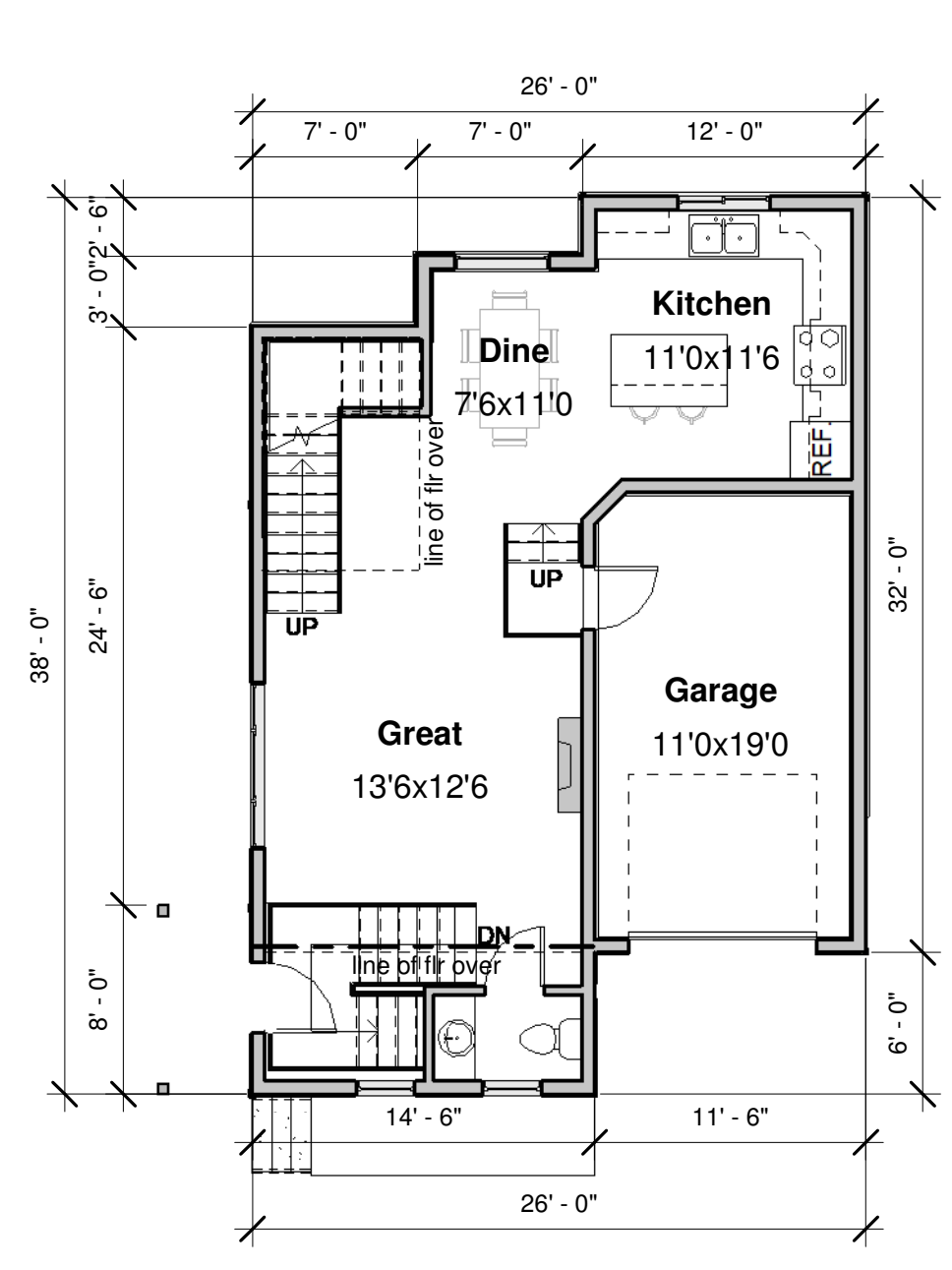


- A Fiberglass Laminated SHINGLES - dark grey
- B Aluminum GUTTER - in black
2x8 FASCIA Board
Vented Aluminum SOFFIT
- C 2x10 BARGE BOARD w/ 1x4 Shadow Line -
EX011 a drop of brown from Cloverdale
- D 2x8 TRANSITION BOARD w/ Drip Cap - EX011 a drop of brown
- E Horizontal HARDIEPLANK SIDING -
in EX002 Universal White from Cloverdale paint
- F HARDIESHINGLE SIDING (staggered edge) -
in EX004 Grindstone from Cloverdale paint
- G K2 STONE w/ 2" CONC CAP - Rockford Limestone Veneer
- H 1x4 Door & Window TRIM -
Cloverdale EX011 a drop of brown
- J 1x4 CORNER BOARD - Cloverdale EX011 a drop of brown
- K 2x10 BELLY BAND w/ Drip Cap
- L 6x6 Wood POST w/ 10x10
Decorative COLUMN with caps Finish
- M Metal RAILING w/ Tempered Glass (prefer powder black)

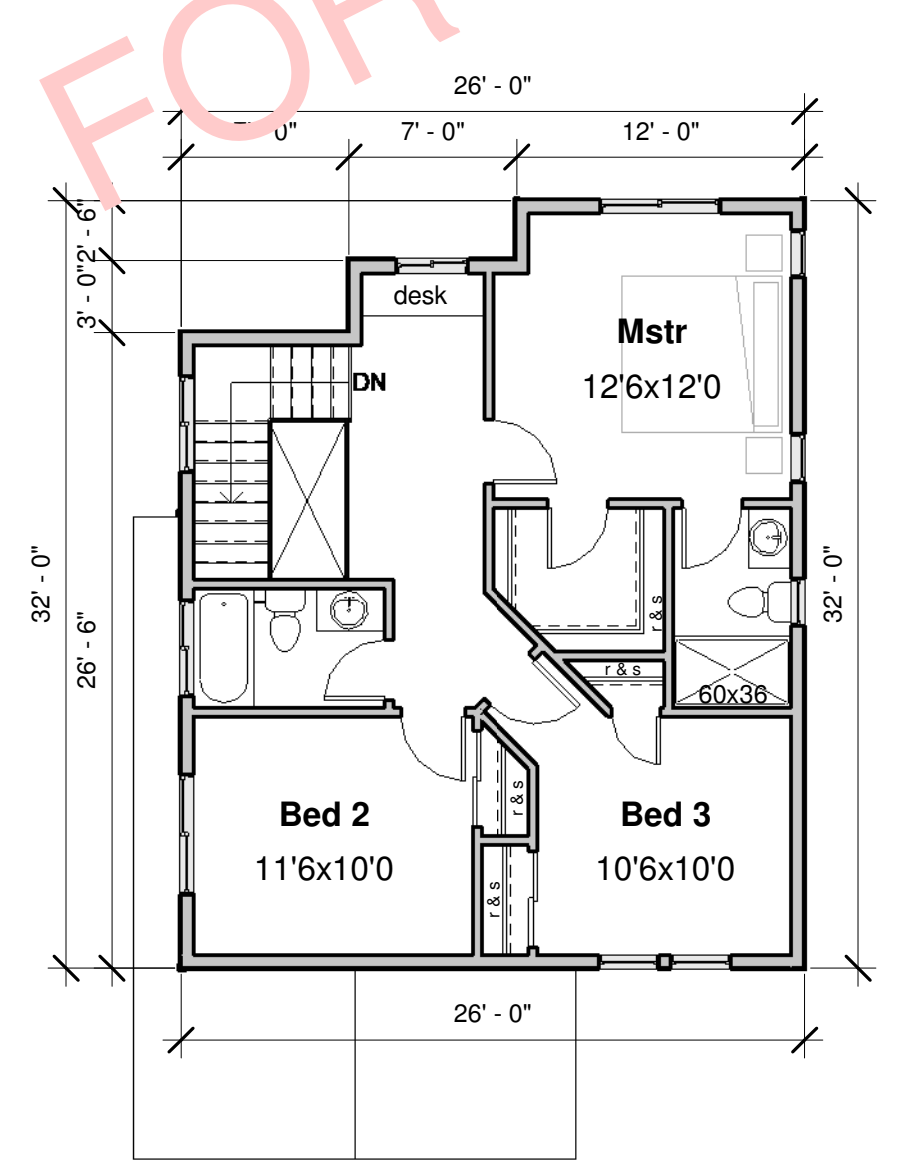
② Left (east) Elevation
1/8" = 1'-0"



① Front (north) Elevation
1/8" = 1'-0"



③ Rear (south) Elevation
1/8" = 1'-0"



④ Right (west) Elevation
1/8" = 1'-0"

PROJECT DATA LOT 2 :

ZONING: Proposed R1-XS

SITE AREA: 3258 sf (302.7 sm)

SITE COVERAGE: (max 40% lot coverage = 1303.2 sf)
proposed = 895 sf = 27.5%

FLOOR AREAS:
may not exceed a floor area ratio of 0.50 = (1629 sf)
OR a gross floor area of 180 sm (1937.5 sf) whichever is less

Max Floor Area Ratio = 0.5 = 1629 sf

Proposed FLOOR AREAS:

BSMT	622 sf
MAIN	622 sf
SCND	756 sf
TOTAL:	2000 sf *** VARIANCE REQUESTED

GAR 240 sf
Total w/ GAR 2240 sf = FAR 0.69 *** VARIANCE REQ

BUILDING HEIGHT: max permitted 8.0m (26.2')
FROM AV'G FIN GRADE 7.12 m (23.3')



RON McNEIL, ASTTBC, BC, ASCT
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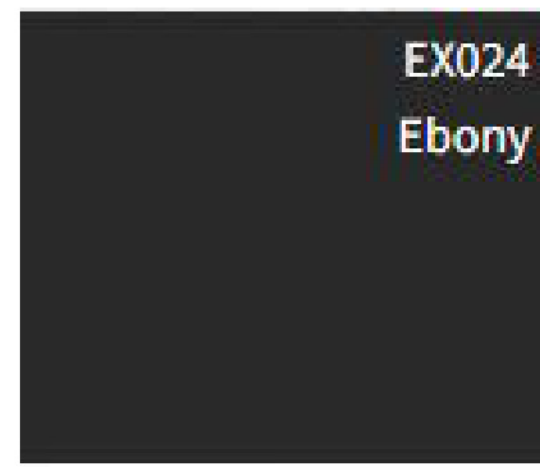
Proposed 3 Lot Subdivision for :
Sukhmeet & Puneet GREWAL
at: Lot 2 , 6922 Saanich X Rd, Central Saanich, BC

P4

REV 2 - step code note added OCT 23 2024
REV 1 - Floor Area Corrected JAN 10 2022
\\WD\MYCLOUD\Public\MBL_SERVER\REVIT Projects\GREWAL
Saanich\XGrawal\saanich\Subdiv\3 Lot 2.0.rvt
PLOT STAMP 10/23/2024 2:48:50 PM



Dark Grey Roofing



Black Gutters etc...

EX024
Ebony



EX004
Grindstone

E - Hardieplank siding -
Bmst / Main Flr Ext. Colour
Cloverdale Paint

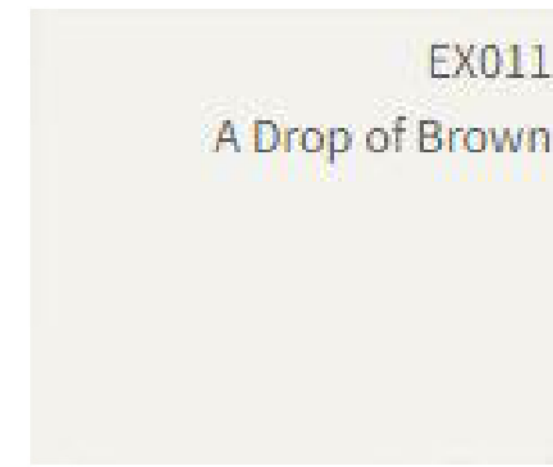


EX002
Universal White

F - Hardieplank siding -
Second Flr Ext. Colour
G - Hardie Shingle Colour
Cloverdale Paint

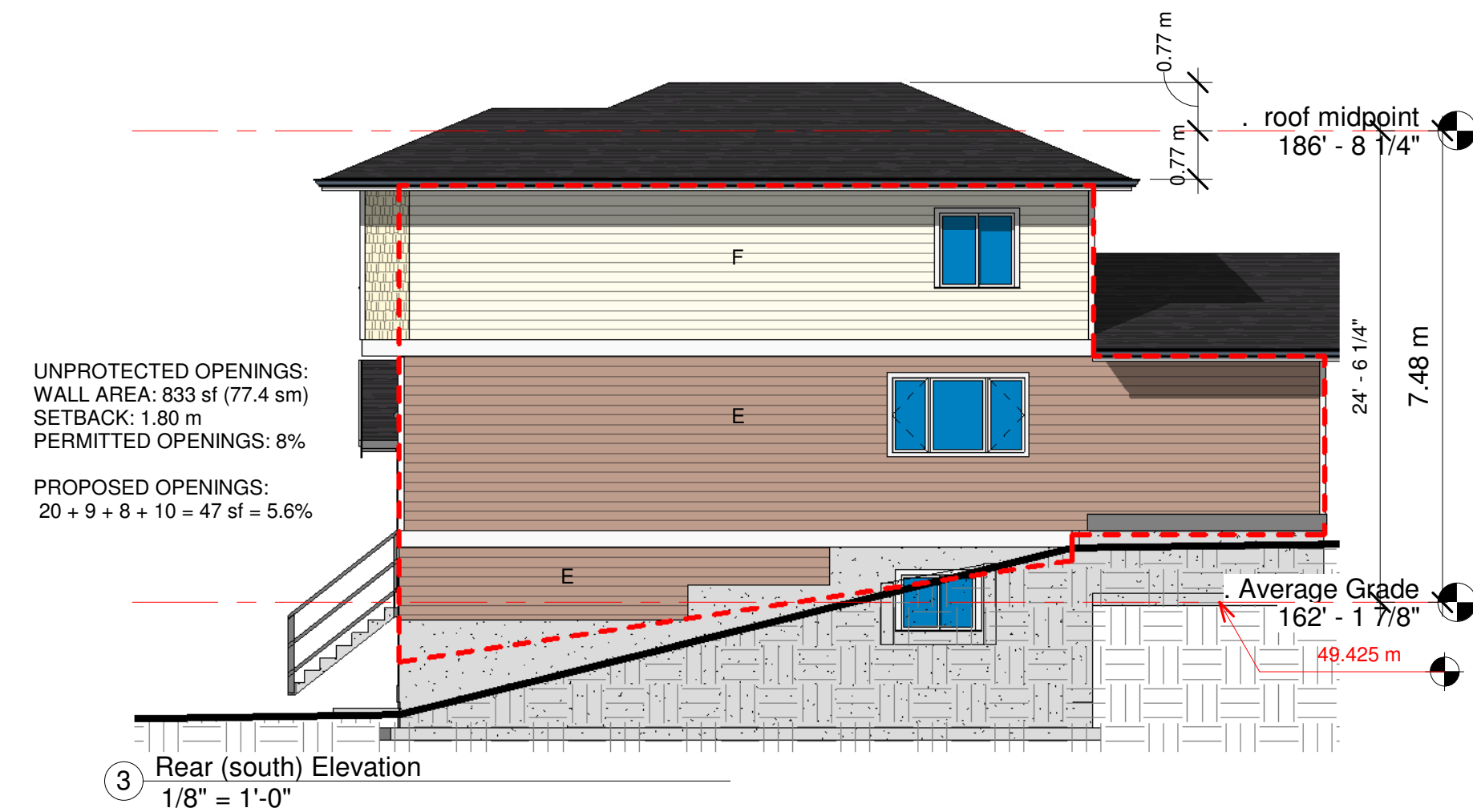


H -K2 Stone -
Rockford Limestone Veneer

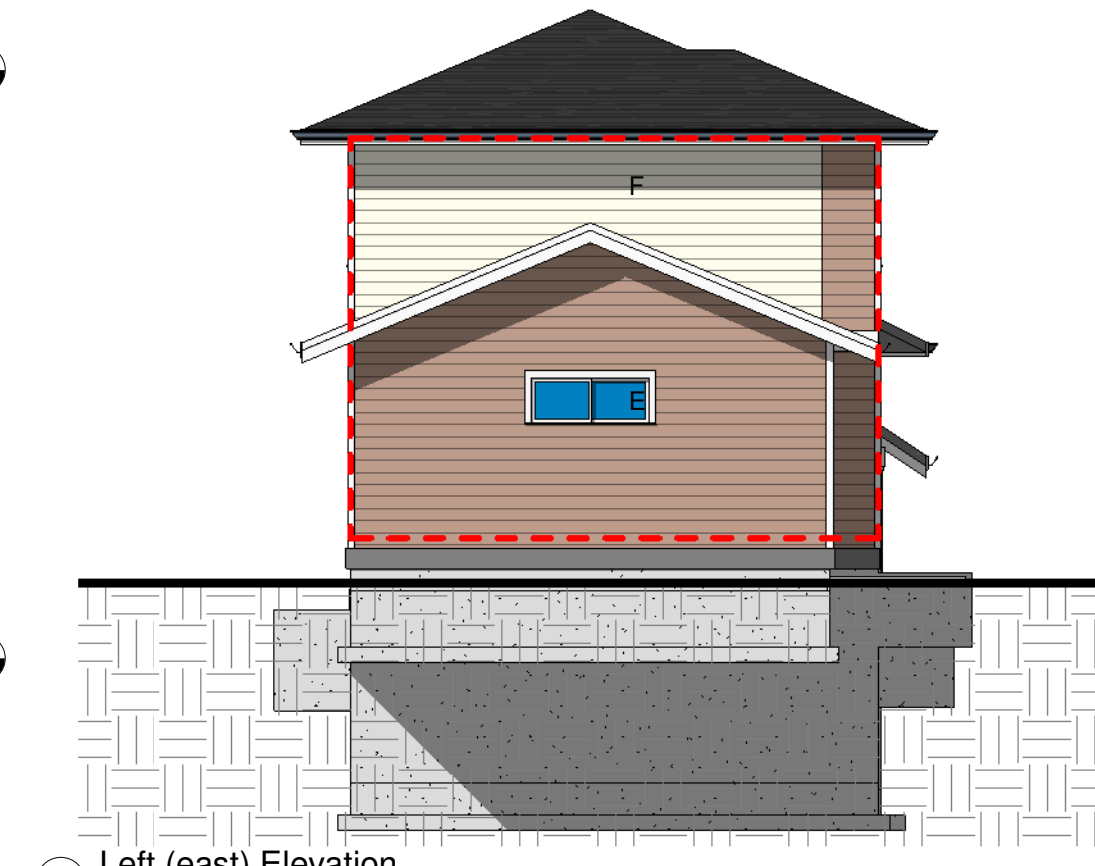


EX011
A Drop of Brown

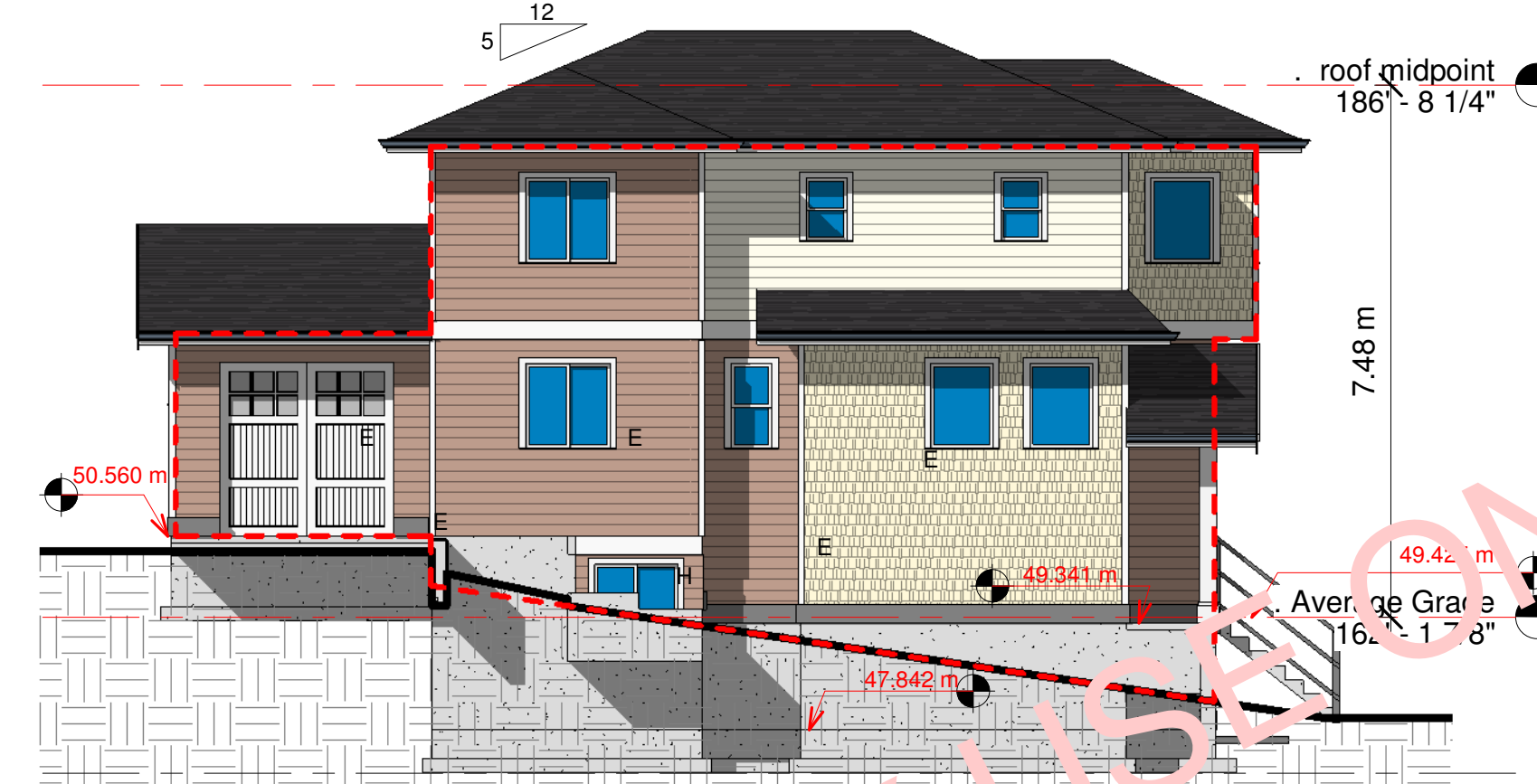
Trim Colour - White
Cloverdale Paint



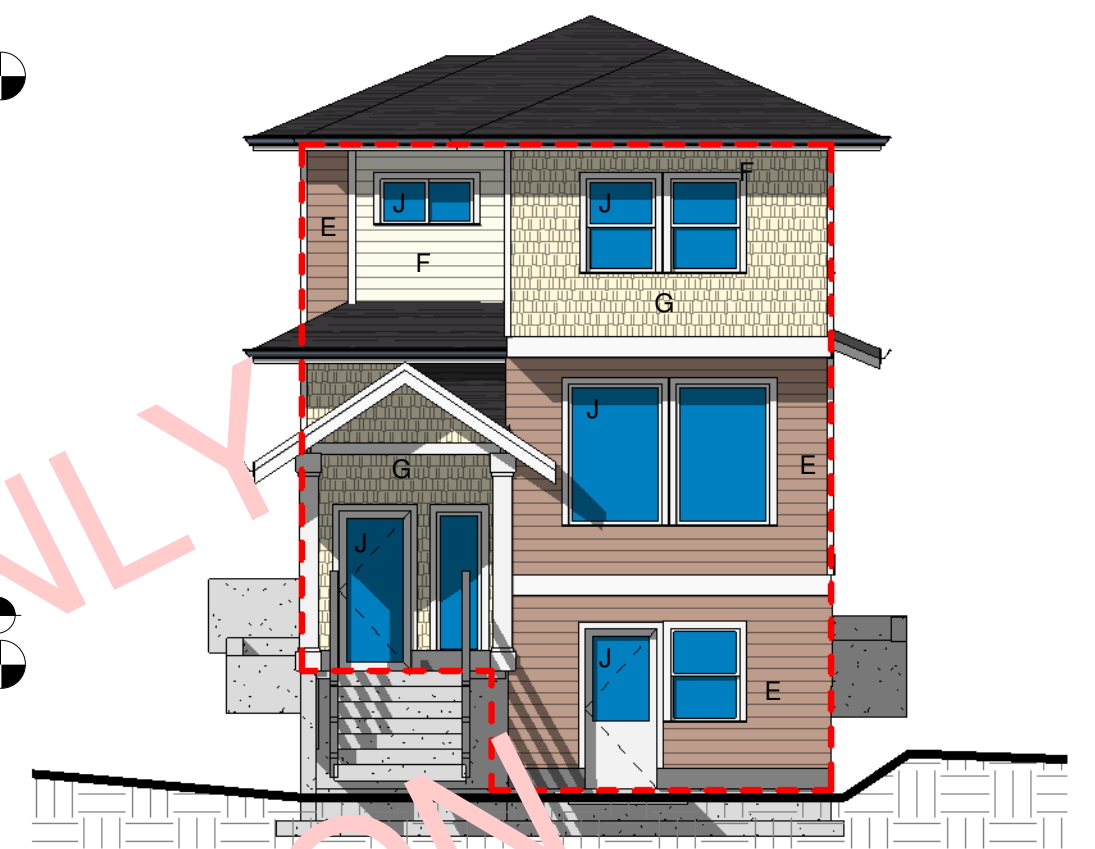
3 Rear (south) Elevation
1/8" = 1'-0"



4 Left (east) Elevation
1/8" = 1'-0"



1 Front (north) Elevation
1/8" = 1'-0"



2 Right (west) Elevation
1/8" = 1'-0"

PROJECT DATA LOT 3 :

ZONING: Proposed R1-XS, Central Saanich

SITE AREA: 3277 sf (304.4 sm)

SITE COVERAGE:
max 40% lot coverage = 1310.8 sf
proposed = 1059 sf = 32.3%

FLOOR AREAS:
may not exceed a floor area ratio of 0.50 = (1638 sf)
OR a gross floor area of 180 sm (1937.5 sf) whichever is less

Max Floor Area Ratio = 0.5 = 1638 sf

Proposed FLOOR AREAS:

BSMT	749 sf
MAIN	749 sf
SCND	746 sf
TOTAL:	2244 sf *** VARIANCE REQUIRED

GAR 240 sf
Total with GAR 2484 sf = 0.76 FAR *** VARIANCE REQ

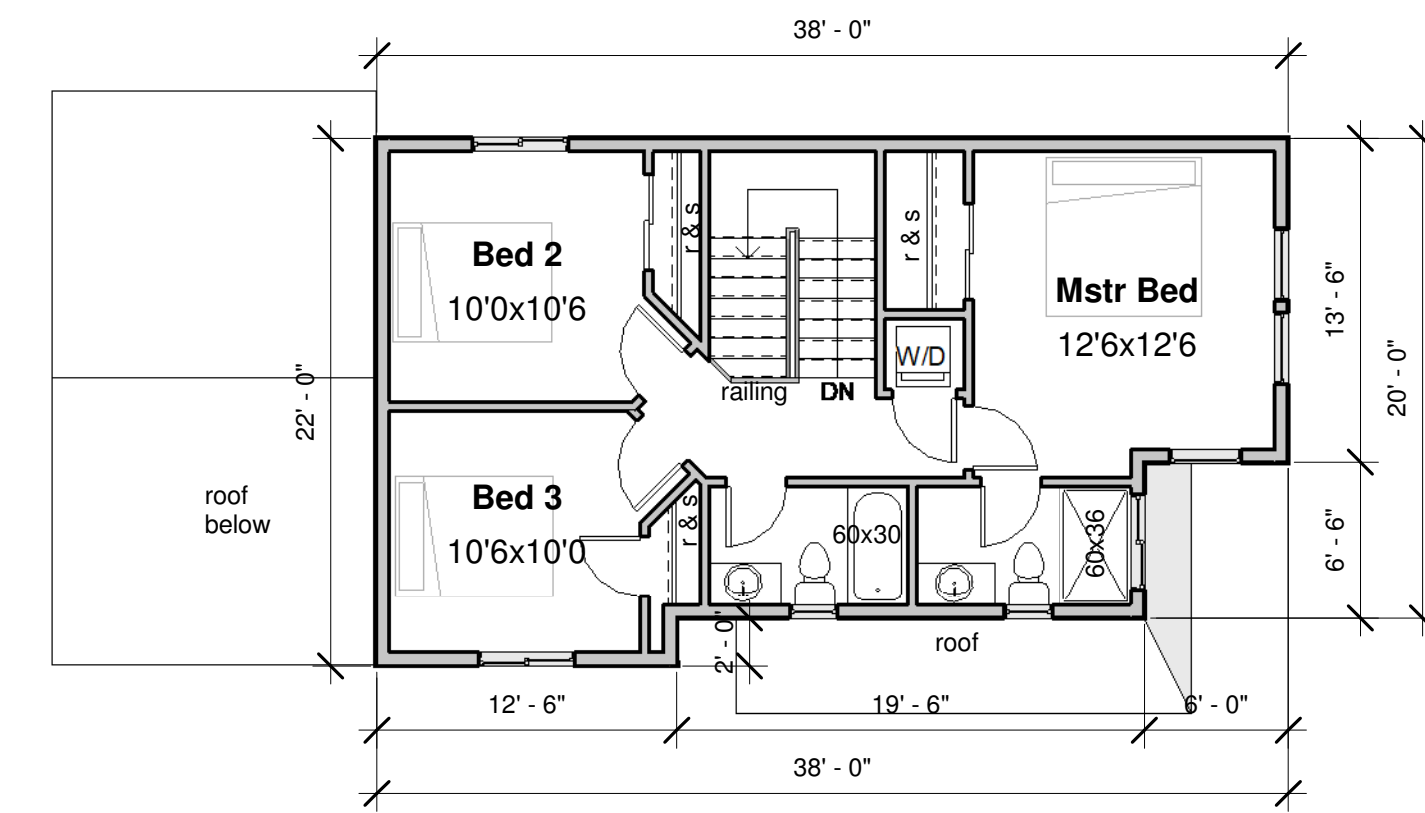
BUILDING HEIGHT: max permitted 8.0m (26.2')
FROM AV'G NAT GRADE 7.48 m (24.5')



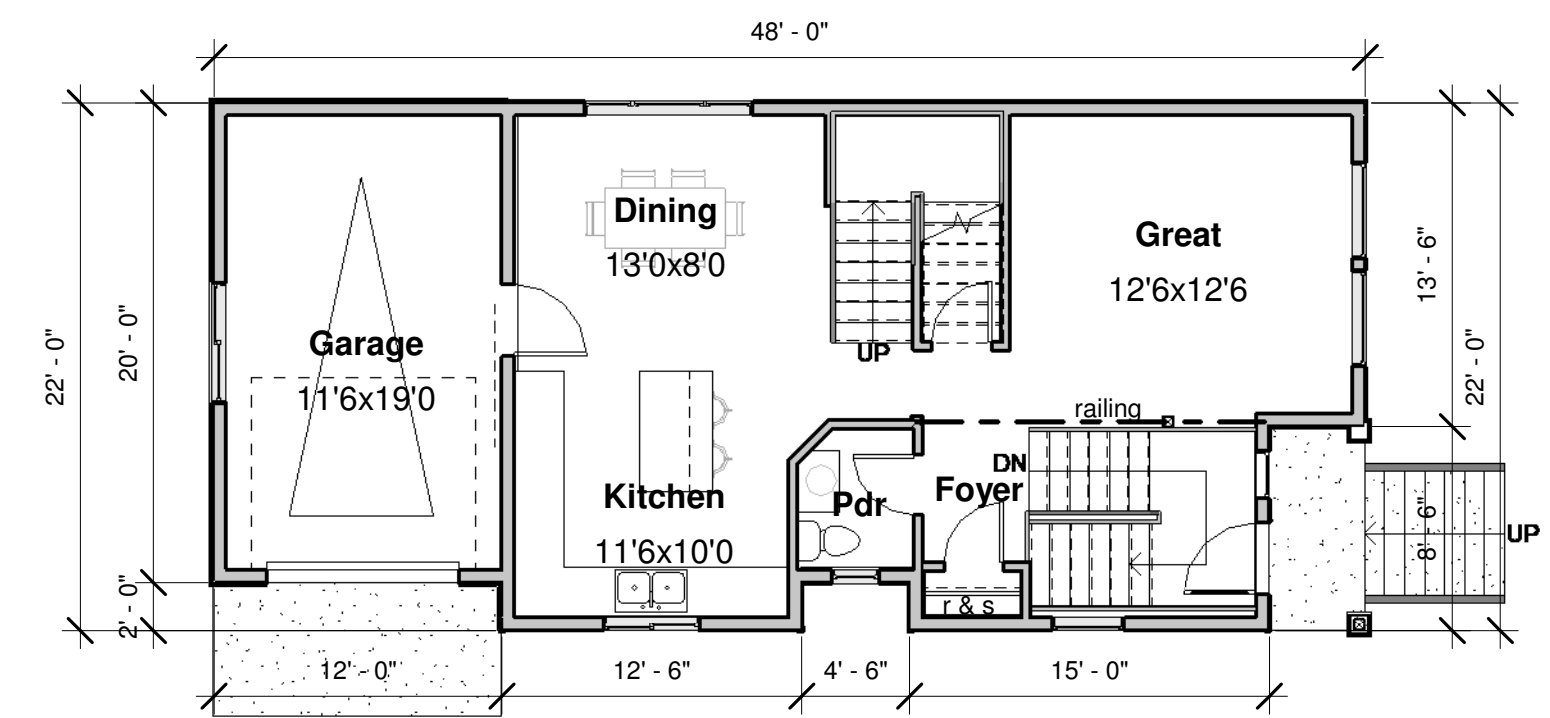
RON McNEIL, ASTTBC, BC, ASCT
1304 Lovers Lane,
Cobble Hill, BC V0R 1L6
Phone/Phax: 250.360.7307
info@mcneildesigns.bc.ca

Proposed Residence for :

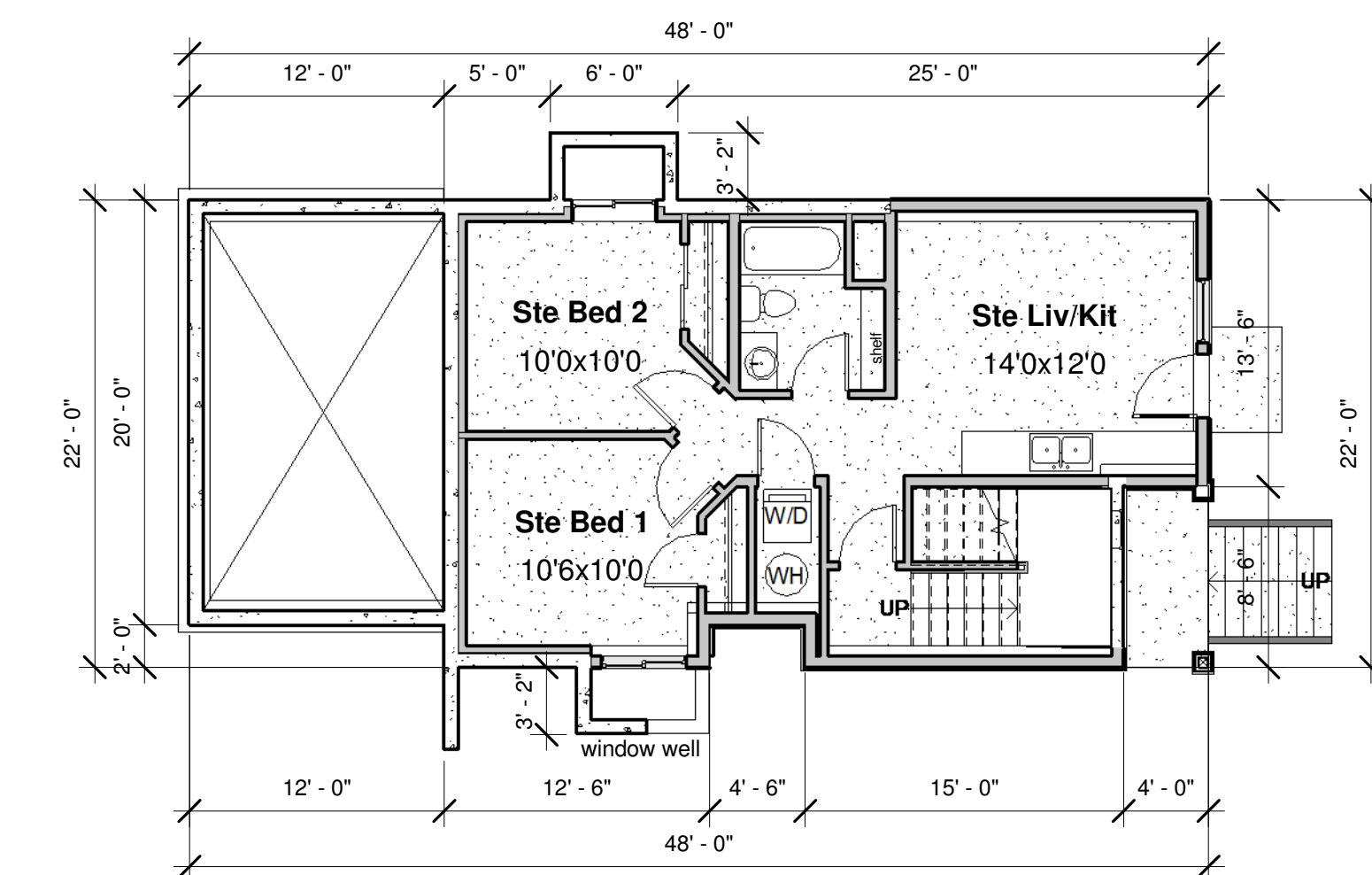
Sukhmeet & Puneet GREWAL
at: Lot 3, 6922 Saanich X Rd, C. Saanich, BC



5 Second Floor. 746 sf
1/8" = 1'-0" 8'0 ceiling ht 6'8 head ht



6 Main Floor. 749 sf + 240 sf garage
1/8" = 1'-0" 9'0 ceiling ht 8'0 head ht



7 Basement Flr. 749 sf
1/8" = 1'-0" 8'0 ceiling ht 6'8 head ht

Install a conduit from laundry/mech to attic to facilitate future solar capability via voltaic and/or hot water.

New dwelling will be required to meet appropriate step code at time of building permit

PRELIMINARY USE ONLY
NOT FOR CONSTRUCTION






- A Fiber glass Laminated SHINGLES
- B Aluminum GUTTER - in black EX024
2x8 FASCIA Board
Vented Aluminum SOFFIT
- C 2x10 BARGE BOARD w/ 1x4 Shadow Line -
EX011 a Drop of Brown Cloverdale paint
- D 2x8 TRANSITION BOARD w/ Drip Cap
- E Horizontal HARDIEPLANK SIDING - in EX004
Grindstone - Cloverdale paint
- F Horizontal HARDIEPLANK SIDING - in EX002
Universal White - Cloverdale paint
- G HARDIESHINGLE SIDING (staggered edge) - in
EX002 Universal White - Cloverdale paint
- H K2 STONE w/ 2" CONC CAP - Rockford Limestone Veneer
- J 1x4 Door & Window TRIM - EX011 a Drop of Brown Cloverdale paint
- K 1x4 CORNER BOARD
- L 2x10 BELLY BAND w/ Drip Cap
- M Metal RAILING w/ Tempered Glass - Black
- N 6x6 Wood POST w/ 10x10
Decorative COLUMN with caps Finish

OCT 23 2024
JAN 11 2022
REV 2 step code note added
REV 1 Floor Area Corrected, Crawlspace added
\\WD\Y\CLOUD\Public\MBL_SERVER\REVIT Projects\GREWAL
Saanich\XGrewal\saanich\Sub\103 2.0.rvt


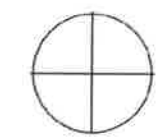
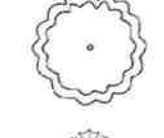

PLOT STAMP 10/23/2024 2:44:00 PM

P5









legend

-  lawn (proposed)
-  mulch (proposed)
-  concrete (proposed)
-  asphalt (proposed)
-  fence (proposed)

deciduous trees

-  2 (ht. 22' - sprd. 20') (avg. / dry soil moisture) (full sun)
-  2 (ht. 16' - sprd. 16') (avg. / dry soil moisture) (full sun)
-  2 (ht. 22' - sprd. 16') (avg. / dry soil moisture) (full sun)
-  15 (ht. 12' - sprd. 4') (avg. / dry soil moisture) (full sun)

shrubs

-  (8' sprd. - 8' ht.) (avg. / dry soil moisture) (full sun)
-  (6' sprd. - 6' ht.) (avg. / dry soil moisture) (full sun)
-  (5' sprd. - 5' ht.) (avg. / dry soil moisture) (full sun)
-  (4' sprd. - 5' ht.) (avg. / dry soil moisture) (full sun)
-  (3' sprd. - 3' ht.) (avg. / dry soil moisture) (full sun)
-  (2' sprd. - 2' ht.) (avg. / dry soil moisture) (full sun)
-  (2' sprd. - 2' ht.) (avg. / dry soil moisture) (full sun)
-  (1.5' sprd. - 1' ht.) (avg. / dry soil moisture) (full sun)



1 landscape plan
1:125



2 birds eye perspective
1:15



3 first person perspective
1:15

notes

This drawing is copyright of Red Door Landscape Services, and shall not be reproduced, revised, transmitted and / or utilized by any third party outside of the Owner without written permission from Red Door Landscape Services

Do not scale drawings

This drawing shall not be used for construction purposes unless it has been properly signed and sealed by Red Door Landscape Services and noted as "Issued for Construction"

Any reference made to the location of existing and proposed utility installations is conceptual in nature. The Contractor shall verify the location of existing and proposed utilities and report any discrepancies and conflicts affecting proposed works

The Contractor shall comply with all applicable federal, provincial and municipal laws, regulations, guidelines and by laws in the execution of the work. In particular, the Contractor shall conform to all requirements stipulated in the current edition of the Canadian Standards for Nursery Stock. Any conflicts should be reported to the Landscape Designer.

red door .ca
landscape services

630 Fernside St. Victoria BC V8T 1T5 P: (250) 217-9920 F: (250) 217-9920 W: red-door.ca

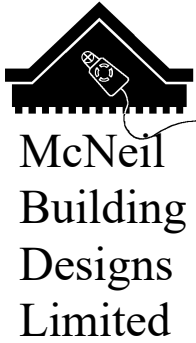
number	revision	date	by	approved
		09.15.23		

Issued For Review

6922 Saanich Cross Road
Central Saanich, B.C.

RECEIVED
OCT 1 2023
The Corporation of the District of Central Saanich
Planning Department

landscape plan	approved
checked: djh	djh
date: djh	project number:
scale: Sept 2022	sheet: L.1
as shown	



1304 Lovers Lane, Cobble Hill, BC V0R1L6
<http://mcneildesigns.bc.ca>

Office/Mobile (250) 360.7307
Email ron@mcneildesigns.bc.ca

October 3, 2023

Mayor & Council
District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC, V8M 2A9
via emailed pdf

Re: Rezoning & Subdivision for 3 Lots, 6922 Saanich X Rd, Central Saanich, BC.

Dear Mayor & Council,

I write on behalf of my client, Mr. Sukhmeet Grewal, owner , applying for rezoning & subdivision proposal for 3 (three) lots located on Saanich Cross Road, Central Saanich B.C. All 3 homes now have suites added to further the goal of more mixed housing and still be a financially manageable project by the owner's family.

This application is to create 3 (three) R-1XS lots while one is larger in order to retain the existing dwelling in its place. Retention of this home will save the landfill site from debris & minimize disruption to neighbours in rear of site plus it is in good condition and recently renovated. We have designed the subdivision to have one common driveway close to existing driveway entrance to reduce impact to street & increase safety at nearby intersection as well as aid to retain existing trees. Lots fronting Saanich X rd will access the common road (driveway) but front Saanich X Rd. Project data updated to reflect all the same zone.

Rather than summarize a number of minor setback variances and deal with the demanded higher density we strongly suggest a **CD** zone using our project data.. Lot size, setbacks and floor area are a product of higher density, the panhandle is a result of retaining a good functional house.

Also attached is Tree Resource and Impact report from Michael Butcher, Southshore Forest Consultants., consulting Arborist. This subdivision also allows us to retain multiple trees at rear that aids in privacy for the neighbours and front two building footprints have been designed to create as little impact on trees as possible. Some affected trees near neighbours have their removal supported by neighbours.

Our design cooperates with planned civil work by Central Saanich.

Landscape design has substituted other grading and banking to replace many of the simple retaining walls originally shown..

... page 2

page 2

Owner/Applicant canvassed neighbours and everybody he could make contact with was in support, there was one to rear and neighbours across the street that contact could not be made. Please see earlier forms describing addresses of those contacted.

We look forward to presenting our Application, answering any further questions you have, and gaining your support. Housing this close to schools should be encouraged now.

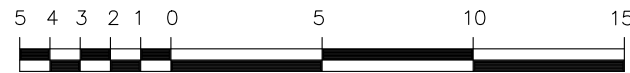
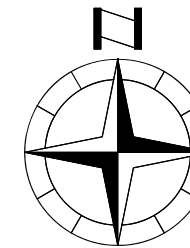
Sincerely,



Ron McNeil, ASTTBC.BD , AScT.
mbltr914b



BC Land Surveyor's Proposed Strata Plan of:
Lot 8, Section 12, Range 4 East,
South Saanich District, Plan 13779.
P.I.D. 003-586-537



Scale = 1:250

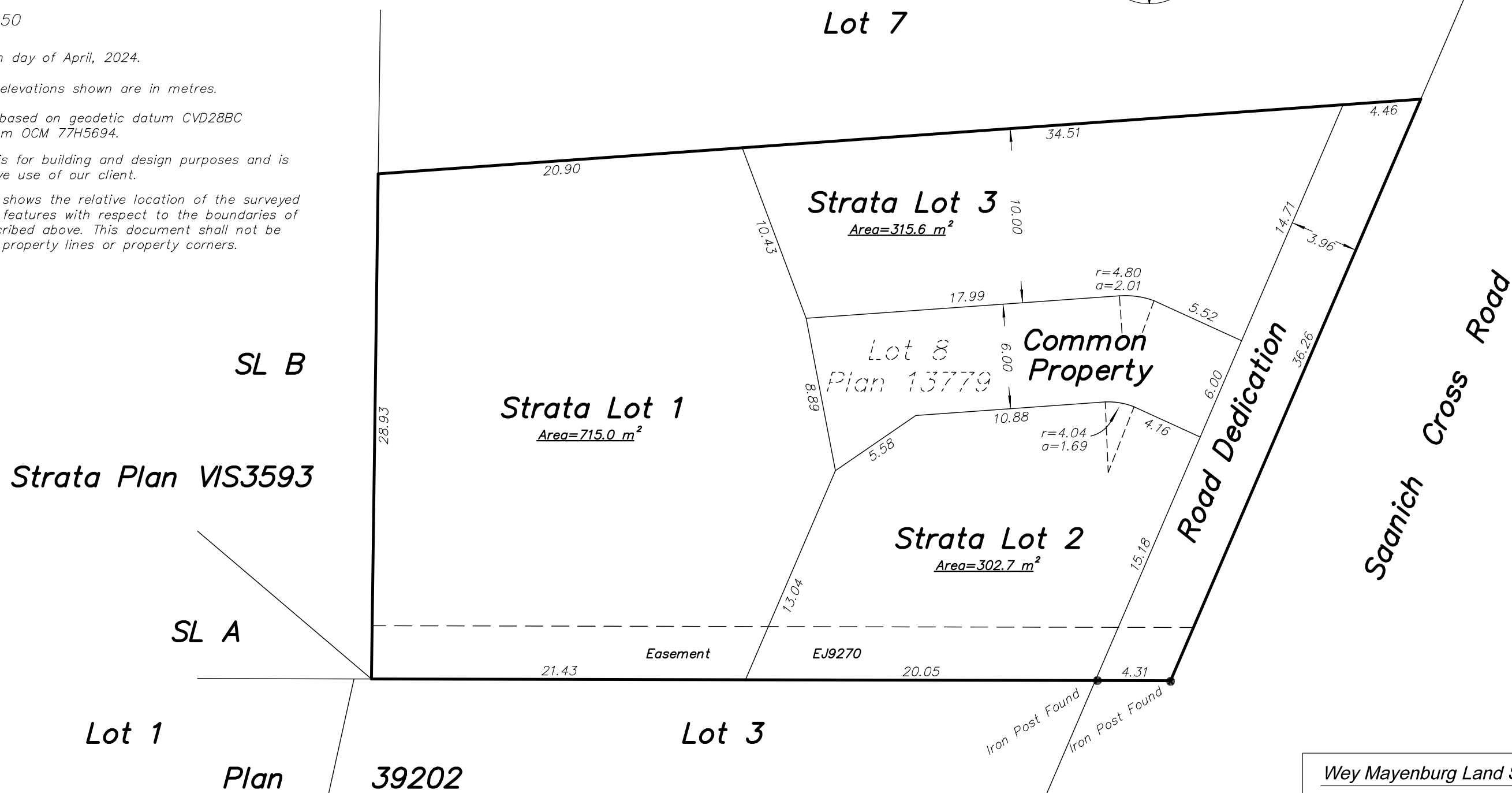
Dated this 15th day of April, 2024.

Distances and elevations shown are in metres.

Elevations are based on geodetic datum CVD28BC and derived from OCM 77H5694.

This site plan is for building and design purposes and is for the exclusive use of our client.

This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.



The subject property is affected by the following registered document:
EJ9270.

Wey Mayenburg Land Surveying Inc.

www.weysurveys.com
 #4-2227 James White Boulevard
 Sidney, BC V8L 1Z5
 Telephone (250) 656-5155
 File: 210099b\SIT\LE



Central Saanich

DEVELOPMENT PERMIT

NO. 3060-20-22/21
6922 SAANICH X RD

TO: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(HEREIN CALLED "THE OWNER")

This Development Permit is issued subject to compliance with all of the applicable Bylaws of the municipality.

This Development Permit applies to the lands known and described as:

PARCEL IDENTIFIER: 003-586-537
LOT 8 SECTION 12 RANGE 4E SOUTH SAANICH DISTRICT
PLAN 13779

(HEREIN CALLED "THE LANDS")

1. The development of the above noted lands shall be in accordance with the specifications and plans attached, which form Appendix "A" of the Development Permit.
2. This Development Permit is issued subject to compliance with the provisions of the Land Use Bylaw and all other applicable Bylaws of the Municipality, except as specifically varied by this Permit:
 - a. Zoning Bylaw No. 2196 is varied to reduce the minimum lot frontage for subdivision from 22.0 metres to 8.91 metres for proposed Lot 1;
 - b. Zoning Bylaw No. 2196 is varied to reduce the minimum lot frontage for subdivision from 22.0 metres to 15.18 metres for proposed Lot 2;
 - c. Zoning Bylaw No. 2196 is varied to reduce the minimum lot frontage for

- subdivision from 22.0 metres to 14.71 metres for proposed Lot 3;
- d. Zoning Bylaw No. 2196 is varied to reduce the minimum lot rear setback from 7.0 metres to 6.4 metres for proposed Lot 1;
 - e. Zoning Bylaw No. 2196 is varied to reduce the minimum lot rear setback from 7.0 metres to 4.5 metres for proposed Lot 2;
 - f. Zoning Bylaw No. 2196 is varied to reduce the minimum lot rear setback from 7.0 metres to 4.66 metres for proposed Lot 2;
 - g. Zoning Bylaw No. 2196 is varied to reduce the minimum lot front setback from 6.0 metres to 5.91 metres for proposed Lot 1;
 - h. Zoning Bylaw No. 2196 is varied to reduce the minimum lot front setback from 6.0 metres to 4.78 metres for proposed Lot 2;
 - i. Zoning Bylaw No. 2196 is varied to ix. Reduce the minimum parking spaces from 3 to 2 for proposed lot 2;
3. All new dwellings shall be constructed to be solar ready.
 4. Minor variations to the development (*and not to required or varied Bylaw requirements*) may be permitted by the Director of Planning and Building Services.
 5. The owner shall substantially commence construction within 24 months from the date of issuance of this Permit, in default of which the Permit shall be null and void and of no further force or effect.
 6. Construction of driveways and parking areas, and delineation of parking spaces shall be completed *prior to the issuance of an Occupancy Permit*.
 7. As a condition of the issuance of this Permit, and *prior to building permit issuance*, the following shall be **provided to the Director of Planning** for review and approval:
 - a. a landscape deposit in the amount of \$5,000 per lot by way of either an irrevocable letter of credit, or a certified cheque
 8. The Municipality is holding the security as specified to ensure that development is carried out in accordance with the terms and conditions of this Permit. The condition of the posting of the security is that should the owner fail to carry out specified landscaping provisions or create any unsafe condition, the Municipality may use the security to carry

out the work by its servants, agents or contractors, and any surplus shall be returned to the owner.

9. As a condition of this Permit, the Owner shall ensure that the landscaping has been successfully established, maintained, and replaced if necessary for a period of one year following the completion of installation of the landscaping.
10. Upon the completion of the installation of landscaping to the satisfaction of the municipality, the owner may provide a replacement letter of credit or certified cheque in the amount of 10% of the initial amount of the security. The municipality may retain the security in the initial amount or the reduced amount for a period of one year following the completion of installation of the landscaping as security for the maintenance and replacement of the landscaping if it is not properly maintained and replaced as necessary by the Owner in accordance with Section 8 of this Permit.
11. The terms and conditions contained in this Permit shall inure to the benefit of and be binding upon the owner, their executors, heirs or administrators, successors and assigns as the case may be or their successors in title to the land.
12. This Permit is **not** a Building Permit.

AUTHORIZING RESOLUTION PASSED AND ISSUED BY MUNICIPAL COUNCIL ON .

Permit Issue date:

Signed in the presence of:

Witness

[Redacted]

Address of Witness

Date

Occupation

Witness

[Redacted]

Address of Witness

Date

Occupation

**THE CORPORATION OF THE
DISTRICT OF CENTRAL SAANICH**

Ryan Windsor, Mayor

Emilie Gorman, Corporate Officer



Central Saanich

APPENDIX "A"

DP # 3060-20-22/21

003-586-537

LOT 8 SECTION 12 RANGE 4E SOUTH SAANICH DISTRICT PLAN 13779

6922 SAANICH X RD

Attachments:

Site Plan by McNeil Building Designs Limited, dated October 23, 2024.

Arborist Report by SouthShore Forest Consultants, dated TBD.



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 13, 2026

Re: Parcel Tax Roll Bylaw 2026

RECOMMENDATION:

1. That Bylaw No. 2264, Parcel Tax Roll, 2026, be introduced and read a first and second time.
2. That Bylaw No. 2264 be read a third time.
3. That the Parcel Tax Review Panel be convened.

PURPOSE:

To bring forward the bylaw that permits the District to add a parcel tax on the property taxes of those residents who have participated and received funding in [2024-2025](#) for the Heat Pump Financing Program.

BACKGROUND:

The Heat Pump Financing Program, set up by Bylaws No. 2105 and No. 2107, offers residents up to \$12,000 for switching from fossil fuel heating ([i.e., oil, natural gas, propane](#)) to [a cleaner source](#). ~~It now covers oil, natural gas, and propane systems.~~ Funding ~~is was~~ available for up to 50 properties until the end of 2025 thanks to a grant from the Federation of Canadian Municipalities.

The funds are collected over a 10-year period using a parcel tax method to recover the costs and invest them in [future financing climate action programs, such as the Heat Pump Financing Program](#) so that the program is self-sustaining. This is the same method often used to collect additional property taxes for area specific improvements such as sidewalks or sewers for a geographically distinct improvement. This is a legislated financial process that adds a specific, agreed upon amount to an annual property tax statement.

DISCUSSION:

To authorize the parcel tax list, the District seeks to pass a parcel tax bylaw (No. 2264) that includes the roll of 5 new properties who received funding prior to December 31, 2025 (Appendix A). These properties will see up to \$1,200 added to their property taxes due July 1, 2026. This will be an annual process as the program continues for new properties that subscribe into the process. The parcel taxes are set by bylaw and a special Parcel Tax Roll Review Panel is established to give the property owners the ability to dispute the tax roll if they feel there are errors. After the third reading of the bylaw by Council, notice of this Review Panel meeting and the opportunity for property owners will be communicated directly to affected property owners via letter and District web postings. The Review Panel is made up of Mayor Windsor, Councillor Graham, and Councillor Paltiel, who will meet on Monday, April 27 at 6:15 p.m. to hear any concerns from those properties and owners affected and then approve the roll. The bylaw will then come back to Council for adoption and be added to the property tax notices going out late May.

The method of creating multiple bylaws and a parcel tax for recovering the funding is due to the financial nature of the program which, while supported by organizations such as FCM, is outside the typical municipal authority for collections and must use the existing parcel tax model. It is anticipated that the Provincial Government will introduce legislation to ease the administration of this type of program; in the absence of that legislation, the parcel tax method is one available to local government to collect taxes. The District has successfully completed three parcel Tax Rolls for 2023, 2024 and 2025 for this financing program since it's inception.

IMPLICATIONS:

Financial/ Resource

The approximately \$1,200 added to the parcel taxes of each participating propertyies will be collected and added back into the Heat Pump Financing program and/-or other climate action programs~~so that future property owners can take advantage of the financing program once the FCM funding is fully subscribed.~~

Communications

Notification of the parcel tax review panel will be sent via letter to the applicants. The parcel tax panel applies only to those residents who have subscribed/petitioned to join, not to all residents. They must give notice 48 hours prior to the panel of the intention to file a complaint and will then appear before the panel to state their case.

CONCLUSION:

The District's Heat Pump Financing Program uses the parcel tax system to implement the financial repayments of the loans. A parcel tax roll is required alongside a parcel tax roll review panel in order to attach the parcel tax to the property taxes. Parcel Tax Roll Bylaw No. 2264 is provided for consideration which includes 5 new properties who received funding prior to December 31, 2025.

Report written and submitted by:	Kristin Tryon, Director of Financial Services and Technology/Chief Financial Officer
Concurrence by:	Jarret Matanowitsch, Director of Planning, Building, Bylaw
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Bylaw No. 2264

CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2264, 2026

A BYLAW TO IMPOSE A PARCEL TAX ON ALL BENEFITING PARCELS FOR THE FINANCING OF HEAT PUMPS

WHEREAS the District of Central Saanich has established a local area service for building retrofits for the particular benefit of the local service area under that Bylaw;

WHEREAS the *Community Charter* authorizes the Council to impose and levy a parcel tax to meet the cost of activities, facilities, works or other services that benefit land within the local service area; and

WHEREAS the Council wishes to impose a parcel tax for the purposes of the owners repaying to the District the full cost of the building retrofits covered by the service;

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

1. Purpose

The tax imposed under this Bylaw is for the purpose of repaying to the District the cost of retrofitting buildings in the local area services established by the local area services bylaws set out in Column 2 of Schedule "A" attached hereto.

2. Preparation of Roll

The collector is hereby directed to prepare a parcel tax assessment roll pursuant to the *Community Charter*.

3. Basis of Parcel Tax

The parcel tax imposed under this Bylaw shall be imposed on the basis of a single amount for each parcel that has the opportunity to be provided with the service.

4. Imposition of Parcel Tax

A tax in the amount set out in Column 3 of Schedule A for each parcel within the local area service established under *Heat Pump Financing Program Bylaw, No. 2105, 2022*, will be charged.

5. Term

Subject to Section 6 of this bylaw, the parcel tax imposed under this Bylaw in the amounts per parcel per year as set out in Column 4 of Schedule A will be imposed for a ten (10) year term.

6. Parcel Tax Roll

Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel, appointed pursuant to the provisions of the *Community Charter*. The parcel roll used to impose the parcel tax is the parcel tax roll prepared pursuant to section 2 of this bylaw.

7. Reduction of Parcel Tax

The parcel tax imposed by this bylaw shall be waived in its entirety where the owner of a parcel subject to the parcel tax has paid a single payment in cash to the Collector of the amounts set out for that parcel in Column 2 of Schedule "B" attached hereto on or before the date set out for that parcel in the corresponding Column 3 of Schedule "B" attached hereto.

8. Severability

If a portion of this bylaw is held 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 without the severed section, subsection, paragraph, subparagraph, clause, or phrase.

9. Title

This bylaw may be cited for all purposes as the *Heat Pump Financing Parcel Tax Bylaw, 2026, No. 2264*.

READ A FIRST TIME on this	day of	2026
READ A SECOND TIME on this	day of	2026
READ A THIRD TIME on this	day of	2026
PARCEL TAX ROLL REVIEW PANEL HELD ON	day of	2026
ADOPTED THIS	day of	2026

Ryan Windsor
MAYOR

Emilie Gorman
CORPORATE OFFICER

Bylaw No. 2264

Schedule A - Local Area Service Bylaws

Property Address	Local Area Service Bylaw Number	Total Amount	Annual Parcel Tax
2061 Tanlee Crescent	Bylaw No. 2105, 2022 Bylaw No. 2107, 2022	\$12,000.00	\$1,200.00
1283 Marchant Road	Bylaw No. 2105, 2022 Bylaw No. 2107, 2022	\$12,000.00	\$1,200.00
2352 Moore Place	Bylaw No. 2105, 2022 Bylaw No. 2107, 2022	\$12,000.00	\$1,200.00
6776 Wendonna Place	Bylaw No. 2105, 2022 Bylaw No. 2107, 2022	\$12,000.00	\$1,200.00
6315 Robin Way	Bylaw No. 2105, 2022 Bylaw No. 2107, 2022	\$12,000.00	\$1,200.00

Bylaw No. 2264

Schedule B - Conditions for Waiver of the Parcel Tax

2061 Tanlee Crescent		
<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>
<u>Year of Term</u>	<u>Amount to be paid</u>	<u>Due Dates</u>
Year 1	\$12,000.00	December 31, 2026
Year 2	\$10,800.00	December 31, 2027
Year 3	\$9,600.00	December 31, 2028
Year 4	\$8,400.00	December 31, 2029
Year 5	\$7,200.00	December 31, 2030
Year 6	\$6,000.00	December 31, 2031
Year 7	\$4,800.00	December 31, 2032
Year 8	\$3,600.00	December 31, 2033
Year 9	\$2,400.00	December 31, 2034
Year 10	\$1,200.00	December 31, 2035

1283 Marchant Road		
<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>
<u>Year of Term</u>	<u>Amount to be paid</u>	<u>Due Dates</u>
Year 1	\$12,000.00	December 31, 2026
Year 2	\$10,800.00	December 31, 2027
Year 3	\$9,600.00	December 31, 2028
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Year 5	\$7,200.00	December 31, 2030
Year 6	\$6,000.00	December 31, 2031
Year 7	\$4,800.00	December 31, 2032
Year 8	\$3,600.00	December 31, 2033
Year 9	\$2,400.00	December 31, 2034
Year 10	\$1,200.00	December 31, 2035

2352 Moore Place		
<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>
<u>Year of Term</u>	<u>Amount to be paid</u>	<u>Due Dates</u>
Year 1	\$12,000.00	December 31, 2026
Year 2	\$10,800.00	December 31, 2027
Year 3	\$9,600.00	December 31, 2028
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Year 5	\$7,200.00	December 31, 2030
Year 6	\$6,000.00	December 31, 2031
Year 7	\$4,800.00	December 31, 2032

Year 8	\$3,600.00	December 31, 2033
Year 9	\$2,400.00	December 31, 2034
Year 10	\$1,200.00	December 31, 2035

6776 Wendonna Place		
<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>
<u>Year of Term</u>	<u>Amount to be paid</u>	<u>Due Dates</u>
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Year 7	\$4,800.00	December 31, 2032
Year 8	\$3,600.00	December 31, 2033
Year 9	\$2,400.00	December 31, 2034
Year 10	\$1,200.00	December 31, 2035

6315 Robin Way		
<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>
<u>Year of Term</u>	<u>Amount to be paid</u>	<u>Due Dates</u>
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Year 7	\$4,800.00	December 31, 2032
Year 8	\$3,600.00	December 31, 2033
Year 9	\$2,400.00	December 31, 2034
Year 10	\$1,200.00	December 31, 2035



**THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the SPECIAL (OPEN) COUNCIL Meeting**

April 8, 2026, 6:00 p.m.

Council Chambers

Present: Mayor Windsor, Councillor Newton, Councillor Paltiel, Councillor Riddell

Absent: Councillor Graham, Councillor King, Councillor Thompson

Staff Present: Christine Culham, Chief Administrative Officer; Kristin Tryon, Director of Financial and Information Technology Services/Chief Financial Officer; Jarret Matanowitsch, Director of Planning and Building Services; Dale Puskas, Director of Engineering; Stacey Lee, Fire Chief; Britt Burnham, Manager of Community Engagement; Fernando Pimentel, Deputy Director of Strategic Capital Planning; Tony Bousquet, Manager of Information Technology; Pamela Martin, Deputy Corporate Officer; Nareka Jacques, Corporate and Executive Assistant

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ACKNOWLEDGEMENT

The Mayor respectfully acknowledged that the land on which we gather is the traditional territory of the WSÁNEĆ people which includes WJOLELP (Tsartlip) and SÁUTW (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the April 8, 2026 Special (Open) Council Meeting

MOVED AND SECONDED

That the agenda of the April 8, 2026 Special (Open) Council meeting be approved as circulated.

CARRIED UNANIMOUSLY

4. COMMITTEE OF THE WHOLE

4.1 Motion to Convene Committee of the Whole Meeting

MOVED AND SECONDED

That the Special (Open) Council meeting be recessed and a Committee of the Whole meeting be convened.

CARRIED UNANIMOUSLY

4.2 2026 Draft Financial Plan

The Chief Administrative Officer, Director of Finance/Chief Financial Officer, Director of Engineering, and Deputy Director of Finance Strategic Capital Planning provided a presentation on the report and responded to questions from Council.

MOVED

That ahead of the 2027 District's budget planning session, that staff report back on the capital categorization schedule for core vs. discretionary projects, in line with 2027 review of costs.

CARRIED UNANIMOUSLY

MOVED

That ahead of approval of the 2026 draft Financial Plan, that staff report back with information on the civic facilities, based on current projection plans and forecasts, the lifecycle costs regarding debt, capital requirements, and ongoing operating for 3, 5, and 10 years.

CARRIED UNANIMOUSLY

MOVED

That the motion from the March 30, 2026 Special Council meeting regarding the Police Board budget be reconsidered.

Opposed (2): Mayor Windsor, and Councillor Riddell

CARRIED (3 to 2)

MOVED

That Council do not approve the \$82,000 increase in the E-Comm dispatch budget services and therefore the Police Board must find the equivalent savings.

Opposed (1): Councillor Riddell

CARRIED (4 to 1)

MOVED

That Council request that the Police Board to coordinate a presentation from E-Comm to Council and the Police Board.

Opposed (1): Mayor Windsor

CARRIED (4 to 1)

MOVED

That staff be requested to report back to Council with a proposed amendment to the budget to have the property tax increase be no more than 6.5%.

Opposed (3): Mayor Windsor, Councillor Paltiel, and Councillor Riddell

DEFEATED (2 to 3)

MOVED

1. *Approve the 2026-2030 draft Financial Plan as amended; and Direct the Chief Financial Officer to draft the 2026-2030 Financial Plan Bylaw.*

Opposed (1): Councillor Thompson

CARRIED (4 to 1)

4.3 Adjournment

MOVED

That the Committee of the Whole meeting be adjourned and the Special (Open) Council meeting be reconvened.

CARRIED UNANIMOUSLY

5. **UNFINISHED BUSINESS**

5.1 Motions from the Committee of the Whole Meeting

MOVED AND SECONDED

1. *That ahead of the 2027 District's budget planning session, that staff report back on the capital categorization schedule for core vs. discretionary projects, in line with 2027 review of costs.*
2. *That ahead of approval of the 2026 draft Financial Plan, that staff report back with information on the civic facilities, based on current projection plans and forecasts, the lifecycle costs regarding debt, capital requirements, and ongoing operating for 3, 5, and 10 years.*
3. *Approve the 2026-2030 draft Financial Plan as amended; and Direct the Chief Financial Officer to draft the 2026-2030 Financial Plan bylaw.*

CARRIED UNANIMOUSLY

8. **ADJOURNMENT**

On motion, the meeting adjourned at 7:54 p.m.

DRAFT



**THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the SPECIAL (OPEN) COUNCIL Meeting**

March 30, 2026, 6:00 p.m.

Council Chambers

Present: Mayor Windsor, Councillor Graham, Councillor King, Councillor Newton

Absent: Councillor Paltiel, Councillor Riddell, Councillor Thompson

Staff Present: Christine Culham, Chief Administrative Officer; Emilie Gorman, Director of Corporate Services/Corporate Officer; Kristin Tryon, Director of Financial and Information Technology Services/Chief Financial Officer; Jarret Matanowitsch, Director of Planning and Building Services; Dale Puskas, Director of Engineering; Stacey Lee, Fire Chief; Ian Lawson, Chief Constable, Britt Burnham, Manager of Community Engagement; Fernando Pimentel, Deputy Director of Strategic Capital Planning; Nadine Dillabaugh, Manager of Human Resources and Organizational Development; Tony Bousquet, Manager of Information Technology; Troy Ziegler, Manager of Finance; Kyle Motiuk, Manager of Parks, Facilities, and Fleet; Lisa Banfield, Emergency Program Manager; Pamela Martin, Deputy Corporate Officer

1. CALL TO ORDER

The meeting was called to order at 6:02 p.m.

2. ACKNOWLEDGEMENT

The Mayor respectfully acknowledged that the land on which we gather is the traditional territory of the WSÁNEĆ people which includes WJOLELP (Tsartlip) and SÁUTW (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the March 30, 2026 Special (Open) Council Meeting
MOVED AND SECONDED

That the agenda of the March 30, 2026 Special (Open) Council meeting be approved as amended by adding a presentation to item #4.4.

CARRIED UNANIMOUSLY

4. COMMITTEE OF THE WHOLE

4.1 Motion to Convene Committee of the Whole Meeting

MOVED AND SECONDED

That the Special (Open) Council meeting be recessed and a Committee of the Whole meeting be convened.

CARRIED UNANIMOUSLY

4.2 2026 Greater Victoria Public Library Budget Presentation

Duncan Cavens, Board Chair; Maureen Sawa, CEO; and Melina Barnes, Assistant Director of Finance from the Greater Victoria Public Library provided a presentation on their 2026 budget, and responded to questions from Council.

For information.

4.3 2026 Police Board Budget Presentation

Blair Fisher, Vice Chair of the Central Saanich Police Board provided a presentation on their 2026 budget and responded to questions from Council.

The Chief Constable responded to questions from Council.

MOVED

That the Police Board review what would be required to post records of Police Board meetings, following what Council currently does, and report back to Council at a future date.

CARRIED UNANIMOUSLY

MOVED

That Council do not approve the increase in the ECOM dispatch budget services as presented.

Opposed (2): Mayor Windsor, and Councillor Graham

DEFEATED (2 to 2)

The meeting recessed from 7:16 p.m. to 7:20 p.m.

4.4 2026 Draft Financial Plan

The Chief Administrative Officer and Director of Financial Services/Chief Financial Officer provided a presentation on the report and responded to questions from Council.

The Director of Engineering, Manager of Information Technology, and Manager of Finance responded to questions from Council.

For information.

4.5 Adjournment

MOVED

That the Committee of the Whole meeting be adjourned and the Special (Open) Council meeting be reconvened.

CARRIED UNANIMOUSLY

8. ADJOURNMENT

On motion, the meeting adjourned at 8:11 p.m.

Mayor Windsor

Emilie Gorman, Director of Corporate Services/Corporate Officer



**THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the REGULAR COUNCIL Meeting**

**March 23, 2026, 6:00 p.m.
Council Chambers**

Present: Mayor Windsor, Councillor Graham, Councillor King, Councillor Newton, Councillor Paltiel, Councillor Thompson

Absent: Councillor Riddell

Staff Present: Christine Culham, Chief Administrative Officer; Emilie Gorman, Director of Corporate Services/Corporate Officer; Kristin Tryon, Director of Financial and Information Technology Services/Chief Financial Officer; Jarret Matanowitsch, Director of Planning and Building Services; Dale Puskas, Director of Engineering; Stacey Lee, Fire Chief; Fernando Pimentel, Deputy Director of Strategic Capital Planning; Kerri Clark, Manager of Development; Kristina Demedeiros, Manager of Building and Bylaw Services; Cindy Wass-Thomas, Project Coordinator; Pamela Martin, Deputy Corporate Officer

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ACKNOWLEDGEMENT

The Mayor respectfully acknowledged that the land on which we gather is the traditional territory of the WSÁNEĆ people which includes WJOLELP (Tsartlip) and SXÁUTW (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the March 23, 2026 Regular Council Meeting

MOVED AND SECONDED

That the agenda of the March 23, 2026 Regular Council meeting be approved as amended by:

- *Revising the Appendix D of item #14.1;*
- *Adding late correspondence as item #18.13; and*
- *Moving item #14.1 to be considered immediately following item #10.1.*

CARRIED UNANIMOUSLY

4. CLOSED MEETING

4.1 Motion to Close

MOVED AND SECONDED

That Council convene a closed meeting pursuant to the following subsections of the Community Charter:

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) 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;*
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following

- (b) the consideration of information received and held in confidence relating to negotiations
 - (ii) between the municipality and another local government or between another local government and a third party; and*
 - (iii) between the municipality and a first nation or a prescribed Indigenous entity, or between a first nation or a prescribed Indigenous entity and a third party.**

CARRIED UNANIMOUSLY

The meeting was closed to the public at 6:03 p.m.

Councillor Thompson joined the meeting at 6:51 pm.

The meeting recessed back to open at 6:56 p.m.

5. CONSENT AGENDA

Under S.13.3 of the *Procedures Bylaw*, Councillor King removed all items from the Consent Agenda.

6. ADOPTION OF MINUTES

6.1 Minutes from the March 9, 2026 Regular Council Meeting

MOVED AND SECONDED

That the minutes from the March 9, 2026 Regular Council meeting be adopted as circulated.

CARRIED UNANIMOUSLY

8. RISE AND REPORT

8.1 2025 Closed Meeting Motions

- *That the CAO be delegated the authority to CAO to Sign the Memorandum of Understanding with the Regional Working Group to advance EDMA engagement; That \$15,000 from the Indigenous Engagement Requirements Grant funding be applied to enhancing local relationships through the previously directed MOU with the Tsartlip and Tsawout First Nations; and That the District contribute \$3,000 of its Indigenous Engagement Requirements Grant to the Regional Work Group. (January 27, 2025)*
- *That the soil deposit application be referred to the four Indigenous governing bodies, copying the WSÁNEC Lands Trust Society. (February 24, 2025 – Re: 7235 Wallace Drive)*
- *That the District agree to continue negotiations with the WSANEC Leadership Council for a future Memorandum of Understanding with the Tsartlip First Nation. (October 27, 2025)*
- *That the applicants for the following positions be interviewed:*
 - Board of Variance*
 - Advisory Planning Commission*
 - Peninsula Recreation Commission*
 - Saanich Peninsula Water Commission*
 - Saanich Peninsula Wastewater Commission*
 - Victoria Airport Authority Noise Management Committee (December 15, 2025)*
- *That the District pre-qualifies WJOEP (Tsartlip) and SÁUTW (Tsawout) First Nations to be eligible to respond to the Request for Proposals for the disposition of 1903 Mount Newton Cross Road.*

That District staff continue to engage between the staff of the First Nations to discuss the Districts next steps. (December 15, 2025)
- *That the Mayor send a letter to the Government of Canada, copying all relevant parties, to indicate that the District provides support to the Tsartlip First Nation for the MÁWUEĆ addition to reserve process. (January 27, 2025)*
- *That the updated Welcome to Brentwood Bay sign include the following land acknowledgement: Located on the traditional lands of the WSÁNE peoples. (January 27, 2025)*
- *That Renee Johansson be appointed to the Police Board.*

That the appointment to the Police Board be risen and reported on at the call of the Corporate Officer. (February 10, 2025)
- *That the District submit a Notice of Complaint to the Farm Industry Review Board regarding 6341 Old East Rd, also known as Farm to Garden, to ascertain whether or not the operations are considered normal farm practices. (February 24, 2025)*
- *That Council approve the proposed Director of Financial and Technical Services and Chief Financial Officer Employment Contract with Kristin Tryon dated May 12, 2025.*

That the Chief Administrative Officer be authorized to execute the agreement. (Appendix A)

That Kristin Tryon be appointed Chief Financial Officer of the District of Central Saanich

effective May 12, 2025 pursuant to Sections 149 of the Community Charter and Officers and Indemnification Bylaw No. 2055. (April 14, 2025)

- *That the June public engagement dates be endorsed, with longer periods that sees those dates in June but also through July and early August to give a period of 60 days as a reasonable length of time, and that the bulk of information available be released at that time. (May 21, 2025)*
- *That staff consider a potential Town Hall meeting and present information at the open meeting on June 9th. (June 4, 2025)*
- *That the following motion be brought forward for consideration at a future open Council meeting:
That any future development on the Hovey site include a recreational component. (June 4, 2025)*
- *That the District release everything that legally can be related to the Redevelopment of Municipal Hall to the public and all the correspondence related to it. (June 4, 2025)*
- *Approve the reallocation of existing budgeted labour costs within the Paid-On-Call (POC) firefighter system to fund two (2) 0.8 Full-Time Equivalent (FTE) Relief Firefighter positions in 2025, and full budget consideration included in the 2026 Financial Plan. (June 23, 2025)*
- *That consideration of the PAAC Council liaison be considered at the next all in person Closed Council meeting. (September 29, 2025)*
- *That Council amend Policy No. 02 Fire as per appendix A to include the use the use of Paid on Call (PoC) Firefighters as per current practice to augment coverage during long weekends, and for assistance during Fire Department special events. (November 10, 2025)*

9. PUBLIC QUESTIONS OR FEEDBACK

Kathleen Zimmerman (Resident): Asked a question regarding the Board of Variance.

10. PRESENTATIONS AND DELEGATIONS

10.1 Capital Regional District (CRD) Presentation

Mark Groulx, Senior Bylaw Officer and Coral Henderson, Senior Administrative Officer from the Capital Regional District (CRD) provided a presentation regarding the proposed Animal Services contract and responded to questions from Council.

For information.

14. STAFF REPORTS

14.1 Animal Control Contract with the Capital Regional District

The Manager of Building and Bylaw Services responded to questions from Council.

MOVED AND SECONDED

1. That the contract, substantially as provided in Appendix C and D, between the Corporation of the District of Central Saanich and the Capital Regional District for the provisions of animal control services be approved for a three-year term (2026-2028) with an option for automatic renewal for a further two-year term (2029-2030)
2. That the Mayor and Corporate Officer be authorized to execute the Animal Control Master Agreement and Work Order #1 (Option A) with the Capital Regional District.

Amendment:

MOVED AND SECONDED

That point two be renumbered to become 2(a) with a new bullet 2(b) added as follows:

That at the end of the initial three-year term, the District review internally the success and/or challenges of the program and create an online opportunity for public feedback prior to the agreement renewal.

CARRIED UNANIMOUSLY

Motion as Amended:

1. That the contract, substantially as provided in Appendix C and D, between the Corporation of the District of Central Saanich and the Capital Regional District for the provisions of animal control services be approved for a three-year term (2026-2028) with an option for automatic renewal for a further two-year term (2029-2030)
2. That:
 - a. the Mayor and Corporate Officer be authorized to execute the Animal Control Master Agreement and Work Order #1 (Option A) with the Capital Regional District.
 - b. at the end of the initial three-year term, the District review internally the success and/or challenges of the program and create an online opportunity for public feedback prior to the agreement renewal.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE (Action Required or Recommended)

12.1 CRD re Municipal Consent for Bylaw No 4719 - March 10, 2026

The Director of Financial Services/Chief Financial Officer responded to questions from Council.

MOVED AND SECONDED

That Council consent to the CRD adopting Bylaw No. 4719, "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025".

Opposed (1): Councillor Newton

CARRIED (5 to 1)

13. REPORTS OF COMMITTEES/MAYOR'S REPORT

13.3 Council Members Reports - External Bodies

Councillors Newton, Thompson, and Paltiel provided an overview of external/community meetings attended since the last Regular Council meeting.

14. STAFF REPORTS

14.2 1413 Mt. Newton X Rd. – ALC application for Non-Adhering Residential Use (NARU)

The Manager of Development provided an introduction of the report and responded to questions from Council.

MOVED AND SECONDED

1. *That Council refer the NARU application to PAAC for consideration; and*
2. *That following PAAC, Council consider referring the Non-Adhering Residential Use (NARU) application to the Agricultural Land Commission (ALC) to permit an accessory dwelling unit combined with a farm-use structure.*

Opposed (4): Mayor Windsor, Councillor Graham, Councillor Paltiel, and Councillor Thompson

DEFEATED (2 to 4)

MOVED AND SECONDED

That the Non-Adhering Residential Use (NARU) application be referred to the Agricultural Land Commission (ALC) to permit an accessory dwelling unit combined with a farm-use structure.

Opposed (1): Councillor King

CARRIED (5 to 1)

14.3 7480 Tomlinson Rd. – ALC application for Non-Adhering Residential Use (NARU) & Development Permit for the Protection of Farming

The Manager of Development provided an introduction of the report and responded to questions from Council.

MOVED AND SECONDED

1. *That Council refer the NARU application to PAAC for consideration; and*
2. *That following PAAC, Council consider:*
 - a. *That Council authorize Farm Protection Development Permit PL001925 for issuance;*
 - b. *That Council support the Non-Adhering Residential Use (NARU) and refer the application to the Agricultural Land Commission (ALC) to permit an accessory dwelling unit within an existing detached two-storey residential accessory building; and*
 - c. *That following confirmation of approval of the NARU application from the ALC that Development Permit PL001925 be issued.*

Opposed (1): Mayor Windsor

CARRIED (5 to 1)

Item #14.4 – Redevelopment of Municipal Facilities – Design & Construction Next Steps was moved to become item #15.2.2.

14.5 Marine Blackwater Pump Out Services & WJOLELP/Brentwood Bay Initiative

The Director of Planning and Building Services responded to questions from Council.

MOVED AND SECONDED

That the Chief Administrative Officer or their delegate be appointed to the Board of Directors of Saanich Inlet Clean Waters Society, as the District representative for the term identified by the Society.

Opposed (1): Councillor King

CARRIED (5 to 1)

14.6 1934 Hovey Road Soil Removal or Deposit Permit Application

The Director of Engineering responded to questions from Council.

MOVED

That prior to Council's consideration, the District consider approval once the applicant has written to the ALC and received written permission to dump fill on the site.

No seconder.

MOVED AND SECONDED

That the Soil Removal Permit Application dated 24 September 2025 for excavation of the parkade at 1934 Hovey Road be approved for issuance by the Municipal Engineer upon satisfactory completion of outstanding permitting requirements, encroachment agreements and the District Servicing Agreement associated with the project.

Opposed (1): Councillor King

CARRIED (5 to 1)

MOVED AND SECONDED

That the District refer the issue of soil quality, with reference to soil removal and deposition to the Peninsula and Area Agricultural Commission for general comment.

CARRIED UNANIMOUSLY

14.7 Central Saanich Little League Diamond 6 Infield Update

The Director of Engineering provided an introduction of the report and responded to questions from Council.

For information.

14.8 Procurement Award – Miscellaneous Equipment

The Director of Financial Services/Chief Financial Officer provided an introduction of the report.

The Director of Engineering and Fire Chief responded to questions from Council.

MOVED AND SECONDED

That the award of the following equipment to the suppliers listed be approved:

1. **Rollins Machinery:** 1 only Sewer Equipment Model 800HPR Jetter Mounted on a 2026 International extended cab & chassis at a cost of \$599,875.00 plus applicable taxes.
2. **Brandt Tractor Ltd:** 1 only John Deere Model 320P Backhoe at a cost of \$211,000.00 plus applicable taxes.
3. **Safetek Emergency Vehicles:** 1 only Iturri Wildland Mini Pumper Fire Apparatus at a cost of \$724,355.00 plus applicable taxes.
4. **Commercial Truck Equipment Ltd.** 1 only to supply and install a steel flat deck and crane on a District supplied Ford F650 cab & chassis at a cost of \$119,000.00 plus applicable taxes.

CARRIED UNANIMOUSLY

15. BYLAWS

15.1 Other than Development Application Bylaws

15.1.1 Bylaw No. 2261 for Speed Regulation

The Director of Engineering provided an introduction of the report and responded to questions from Council.

MOVED AND SECONDED

That Central Saanich Speed Reduction Bylaw No. 2261, 2026 be given a second and third reading, as amended.

Opposed (1): Councillor Graham

CARRIED (5 to 1)

15.2 Development Application Bylaws

15.2.1 1882 Hovey Road – OCP and Zoning Bylaw Amendment (3rd Report)

The Director of Planning and Building Services responded to questions from Council.

MOVED AND SECONDED

That OCP Amendment Bylaw No. 2255 (1882 Hovey Road) be given Third Reading.

Opposed (2): Councillor King, and Councillor Thompson

CARRIED (4 to 2)

MOVED AND SECONDED

That Zoning Amendment Bylaw No. 2254 (1882 Hovey Road) be given Third Reading.

Amendment:

MOVED AND SECONDED

That Zoning Amendment Bylaw No. 2254 be amended so that the ancillary restaurant amenity be contained and limited to no more than 500 square feet.

Opposed (2): Councillor Graham, and Councillor King

CARRIED (4 to 2)

Amendment:

That Zoning Amendment Bylaw No. 2254 (1882 Hovey Road) be given Third Reading, as amended.

Opposed (2): Councillor King, and Councillor Thompson

CARRIED (4 to 2)

15.2.2. Redevelopment of Municipal Facilities – Design & Construction Next Steps
(Reordered from item #14.4)

The Deputy Director of Finance, Strategic Capital Planning provided an introduction of the report and responded to questions from Council.

MOVED AND SECONDED

That the meeting be extended past 9:00 p.m.

Opposed (1): Councillor King

CARRIED (5 to 1)

MOVED AND SECONDED

Approve continuing the project with HCMA architecture and design, through Design Development for a fixed fee of \$602,000 and with the intent to complete the project with a remaining fixed percentage of 4.883% of the Construction Budget as outlined in their RFP submission.

MOVED AND SECONDED

That consideration of the motion be deferred until the April 13, 2026 Regular Council meeting.

Opposed (1): Mayor Windsor

CARRIED (5 to 1)

15.2.3 1903 Mt. Newton Cross Road – OCP And Zoning Bylaw Amendment (4th Report)

The Director of Planning and Building Services responded to questions from Council.

MOVED AND SECONDED

That OCP Amendment Bylaw No. 2253 (1903 Mt. Newton Cross Road) be given Third Reading.

Opposed (2): Councillor King, and Councillor Thompson

CARRIED (4 to 2)

The meeting recessed from 9:46 p.m. to 9:50 p.m.

MOVED AND SECONDED

That Zoning Amendment Bylaw No. 2252 (1903 Mt. Newton Cross Road) be given Third Reading.

MOVED AND SECONDED

That consideration of the motion be deferred until the April 13, 2026 Regular Council meeting.

CARRIED UNANIMOUSLY

16. UNFINISHED BUSINESS

16.1 Notice of Motion Submitted by Councillor King - January 22, 2026

Notice of motion regarding expanding public participation mechanisms.

Introduced at the March 9, 2026 RCM.

MOVED AND SECONDED

WHEREAS the International Association for Public Participation (IAP2) defines the Collaborate and Empower levels of public participation as those in which residents work directly with decision-makers and, in some cases, exercise delegated decision-making authority, ensuring public input has a material impact on outcomes, and

WHEREAS several Canadian municipalities, including the City of Vancouver through its Engagement Framework (2022) and the City of Calgary through its Engage Policy (2021), have operationalized IAP2 principles by establishing structured mechanisms such as citizen panels, participatory policy development processes, and formal feedback loops to strengthen public trust, accountability, and shared ownership of decisions.

THEREFORE BE IT RESOLVED that Council direct staff to prepare and return options for expanding the District's public participation mechanisms to more fully align with the IAP2 Collaborate and Empower levels, including but not limited to:

- 1. the establishment of a Participatory Policy Forum through which residents are directly involved in co-developing recommendations on significant municipal policies, plans, or initiatives, and*
- 2. the creation of a Citizen Liaison Group mandated to advise Council on future amendments to the Procedures Bylaw and to periodically review and evaluate the District's overall public engagement practices,*

AND BE IT FURTHER RESOLVED that the options presented identify scope, governance structure, resourcing implications, and clear criteria for when Collaborate or Empower-level processes would be used.

MOVED AND SECONDED

That consideration of the motion be deferred to the April 13, 2026 Regular Council meeting.

CARRIED UNANIMOUSLY

17. NEW BUSINESS (Including Motions and Resolutions)

17.1 Notice of Motion Submitted by Mayor Windsor - March 13, 2026

Notice of motion regarding a submission to UBCM related to consecutive terms of office.

For introduction.

WHEREAS local government in British Columbia relies on democratic accountability and regular opportunities for new leadership and perspectives within municipal and regional district governance;

AND WHEREAS extended tenure of elected officials in the same office over multiple decades may limit opportunities for broader participation in local government and may contribute to entrenchment of incumbency;

AND WHEREAS reasonable term limits can support democratic renewal while still allowing experienced elected officials to return to office after a break in service;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request that the Province of British Columbia amend the Community Charter and the Local Government Act to limit mayors, councillors, electoral area directors, and other locally elected officials to no more than three consecutive terms in the same office;

AND BE IT FURTHER RESOLVED that such amendments provide that an individual who has served three consecutive terms may seek election to the same office again after at least one full term has elapsed since their last consecutive term.

17.2 April Meeting Calendar

For information.

18. CORRESPONDENCE (Receive for General Information)

18.1 Corr McAmmond, D+C re 30km on Puckle Road - February 20, 2026

For information.

18.2 Saanich Inlet Clean Waters Society - Marine Pump-Out Boat - March 3, 2026

For information.

18.3 Corr Hallet, C re Inquiry into Agricultural Land Issues - March 7, 2026

For information.

18.4 Corr Jones, P re Assisted Living in Central Saanich - March 8, 2026

For information.

- 18.5 Corr Perras, P re Structural Questions Following Tumbler Ridge Tragedy - March 9, 2026
For information.
- 18.6 Village of Pouce Coupe - UBCM Resolutions - March 13, 2026
For information.
- 18.7 Corr Hadbavny, M+A re Traffic Safety Concern on Lochside Drive - March, 15, 2026
For information.
- 18.8 Corr John S re Stronger Action on Housing Affordability and Supply - March 15, 2026
For information.
- 18.9 Corr Watkins, D + Sterzenbach, M re 7054 Brentwood Drive Development - March 15, 2026
For information.
- 18.10 Corr Burns, K re Concerns about Transit Changes on Peninsula - March 16, 2026
For information.
- 18.11 Corr Falkenberg-Poetz, M+E re 7054 Brentwood Drive Permit Application - March 17, 2026
For information.
- 18.12 Corr Pelton, J re Costco within Central Saanich Boundaries - March 17, 2026
For information.
- 18.13 Late Corr John S re Independent Review and Transparency on Civic Redevelopment - March 15, 2026
For information.

19. CLOSED MEETING

19.1 Motion to Close

MOVED AND SECONDED

That Council convene a closed meeting pursuant to the following subsections of the Community Charter:

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- *(a) 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;*
- *(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*
- *(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following

- (b) the consideration of information received and held in confidence relating to negotiations
 - (ii) between the municipality and another local government or between another local government and a third party; and
 - (iii) between the municipality and a first nation or a prescribed Indigenous entity, or between a first nation or a prescribed Indigenous entity and a third party.

CARRIED UNANIMOUSLY

The meeting was closed to the public at 10:16 p.m.

The meeting recessed back to open at 10:29 p.m.

20. ADJOURNMENT

On motion, the meeting adjourned at 10:29 p.m.

Mayor Windsor

Emilie Gorman, Director of Corporate Services/Corporate Officer



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the Peninsula and Area Agricultural Commission

March 12, 2026, 7:00 p.m.

FH1 Boardroom

1512 Keating Cross Road

Present: Mike Doehnel (Chair), Katie Underwood (Vice-Chair), Paul Bains, Emily Harris, Larry Sluggett, Diane Williamson, Councillor Donaldson (Metchosin), Councillor Thompson (Central Saanich)

Absent: Jeni Michell, Councillor De Vries (Saanich), Councillor Stock (North Saanich)

Government Representatives Present: Noah Brotman, CRD (Farmlands Trust); Megan Halstead, Ministry of Agriculture & Food; Samantha Hammond, CRD (Geese)

Staff Present: Emilie Gorman, Director of Corporate Services/Corporate Officer (Central Saanich); Kerri Clark, Manager of Planning (Central Saanich); Molly Rose, Planner (Saanich)

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ACKNOWLEDGEMENT

The Chair respectfully acknowledged that the land on which we gather is the traditional territory of the WSÁNEĆ people which includes WJOLEŁP (Tsartlip) and SÁUTW (Tsawout) First Nations.

3. ADOPTION OF AGENDA

3.1 Agenda of the March 12, 2026 Peninsula and Area Agricultural Commission Meeting

MOVED AND SECONDED

That the agenda of the March 12, 2026 Peninsula and Area Agricultural Commission meeting be approved as circulated.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the February 3, 2026 Peninsula and Area Agricultural Commission Meeting MOVED AND SECONDED

That the minutes of the February 3, 2026 Peninsula and Area Agricultural Commission meeting be adopted as circulated.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Chair's Report

The Chair provided an update on recent agricultural and food-security-related engagement within the community, including:

- CRD Environment Committee: Eight local farmers presented concerns regarding geese impacts on agricultural lands. Commissioners were encouraged to review the meeting.
- Central Saanich Farmers Meeting: Attendance included speakers from the CRD, the Ministry of Agriculture, municipal staff, and community members. Topics discussed included water availability, drainage challenges, geese management, and regulations related to on-farm food processing and consumption.
- North Saanich Agriculture & Food Security Advisory Committee: The Chair attended as a public observer and noted significant discussion regarding the complexity and ambiguity of ALC regulations; inconsistencies in local Terms of Reference for Agricultural Advisory Committees; and concerns about committee roles, timing, and the effectiveness of input to local governments.

The Chair encouraged members bring forward action items for consideration under New Business, with the goal of identifying focused priorities for the coming year.

The Chair advised that territorial acknowledgements will now be provided by different Commissioners on a rotating basis to encourage meaningful and personal reflection.

5.2 Treasurer's Report

The District of Central Saanich's Corporate Officer provided an update of the four municipality's draft budgets and responded to questions from the Committee. The Budgets are for administration and educational events, with the following numbers:

- District of Central Saanich: \$6,000
- District of North Saanich: \$5,500 (current year) and \$2,600 (remaining from previous year)
- District of Metchosin: \$2,000
- District of Saanich: \$2,000 (for educational events, funding has been confirmed for administration)

5.3 Appointment (Recruitment) Update - District of Metchosin (Verbal)

The District of Metchosin's Council Liaison, Councillor Donaldson, provided a verbal update on their continued work to seek appointments to the Committee.

5.4 Ministry of Agriculture and Food - AAC Event (Verbal)

The District of Central Saanich's Council Liaison, Councillor Thompson, and the Chair provided an update on the AAC Event, including:

- Agricultural tourism accommodation;
- Equestrian concerns;
- How local Council's should take a definitive stand;
- Dumping rules in Central Saanich;
- Changes for applications; and
- The need for clearer, more prescriptive ALC regulations to reduce interpretive ambiguity and improve consistency in application assessments.

5.5 Capital Regional District - Goose Update (Verbal)

The CRD representative, Ms. Hammond, provided a verbal update including:

- Update on a 2025 goose management survey;
- Regional addling;
- Partnerships with two First Nations;
- 2026 harvests that are planned for Sooke and Metchosin; and
- The CRD's Environmental Services Committee presented to the Board on February 18, 2026 who approved to extend financing and resourcing.

The Committee discussed writing senior government to request more support through a sub committee with the PAAC Chair as representative.

5.6 Central Saanich Agricultural Breakfast (Verbal)

The Chair provided a summary of the event. The Committee discussed their interest in the integrated stormwater management plan and Wallace Drive farm-land future plans and its connections to the previously ALC approved subdivision at 7210 Wallace Drive, including associated conditions. References to overall area planning considerations, adjacent First Nations lands drainage issues, and potential effects on surrounding agricultural lands and the Saanich Inlet.

6. UNFINISHED BUSINESS

6.1 Referrals from the District of Central Saanich

6.1.1 8165 Derrinberg Road – Temporary Use Permit

The District of Central Saanich's Manager of Planning provided an introduction of the application.

The Committee discussed the following:

- How enforcement of trailers on farms is based on complaints received by the Bylaw Officer.
- Emergency services the building permit does not apply.

MOVED AND SECONDED

That the Peninsula and Area Agricultural Commission does not support the Temporary Use Permit application for 8165 Derrinberg Road as it does not adhere to Central Saanich's bylaws for farming.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

The Peninsula and Area Agricultural Commission requests that the Central Saanich Council look into the wording of the bylaw for Temporary Use permit for farms and what constitutes farm accommodations, to not include trailers and RVs that do not meet standards of buildings.

CARRIED UNANIMOUSLY

6.2 Referrals from the District of Saanich

6.2.1 4313 Blenkinsop Rd - REZ00802

The applicants provided an introduction of the application.

The Committee discussed the following:

- Keeping buildings together to reduce fragmentation.
- The new zone for the site.
- The type of septic treatment.
- Recent examples in Central Saanich.

MOVED AND SECONDED

That the Peninsula and Area Agricultural Commission has no position on the application for 4313 Blenkinsop Road - REZ00802.

CARRIED UNANIMOUSLY

7. **MOTIONS AND NEW BUSINESS**

7.1 Referrals from the District of Saanich

7.1.1 0 Watkiss Way - ALR00047

The District of Saanich's Planner provided an introduction of the application. The Commission discussed that the original Hospital site was also taken out of the in the ALR in View Royal while the remaining portion still in the ALR is in Saanich.

MOVED AND SECONDED

That the Peninsula and Area Agricultural Commission does not generally support the exclusion of any land in the ALR including the property located at 0 Watkiss Way from the ALR, however if the application proceeds:

1. *Supports the application providing an agricultural amenity contribution to the municipality of Saanich which would in turn forward the funds towards agricultural be received for \$100,000 for each of the GOOSE and SIFI organizations. That Saanich consider asking the applicant to:*
 - a. *explore other opportunities for parking within the existing property, such as the area west of the arrival to ER; or*
 - b. *vertical parking options to offset amount of land covered by asphalt/concrete; or*
 - c. *addition of an alternative parcel into the ALR in lieu; or*
 - d. *including a rehabilitation/"therapeutic garden" in the agricultural portion of the property.*

CARRIED UNANIMOUSLY

8. ADJOURNMENT

On motion, the meeting adjourned at 8:32 p.m.

Chair



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 13, 2026

Re: Election 2026 – Appointment of Elections Officer

RECOMMENDATION(S):

That for the Local General Election 2026, the following be appointed as Elections Officer:

- Chief Election Officer – Emilie Gorman
- Deputy Chief Election Officer – Pamela Martin

PURPOSE:

As required by legislation, to appoint the District's Elections Officer for the 2026 Local General Election and provide a general overview of the current plan for the election.

BACKGROUND:

Local General Elections, where eligible electors vote for the Mayor and up to 6 members of Council, are held every 4 years in BC. This years' election is set by statute for Saturday, October 17, 2026.

By long standing agreement, the District also generally provides elections support to the election of up to two School District 63 trustees. In many past years, these have been acclaimed.

The District of Central Saanich has historically offered multiple locations on general voting day, one in each of the three cores – Saanichton, Keating and Brentwood.

DISCUSSION:

Within the legislated framework and the District's own bylaw, there exist many options or ways to conduct the election. The following is a summary of the proposed elections workplan for the 2026 election.

Types of Election Activities	Date	Comments
<i>Required</i> General Voting Day	Saturday, October 17	8 am – 8 pm
<i>Required</i> Advance Election Opportunities	Wednesdays – October 7 & 14 th	8 am – 8 pm Municipal Hall (MH) (as per previous years)
<i>By Bylaw</i> Mail Ballots	From approx. October 2	Administratively highly resource intensive, ballots are generally not available under a few days prior to the first advance opportunity – intended for those unable to attend, not necessarily those away for extended periods of time around the election. Greatly increases accessibility of voting.

<i>Optional</i> Special Voting opportunities	In Progress	Engagement with First Nations (on reserve) to determine viability and space for Special Voting opportunities
<i>Optional</i> Special Voting opportunities	TBD	Depending on the availability of staff, some potential combination of all or none of: Long Term Care voting opportunities, and outreach (educational) school-based voting opportunities (for fun!)
<i>Optional</i> Still under discussion	TBD	- Candidate Info Night (with other Peninsula local governments) - Multi-jurisdictional (joint) advertising

Related Activities

In addition to conducting the election, staff in Legislative Services (and across the organization) will also shortly begin planning for the inaugural Council meeting and the onboarding of the new Council. This period, from end of October-end of January (approximately), takes significant efforts to be available, complete, and well organized.

IMPLICATIONS:

Legislative/Policy

Significant legislation governs the conduct of local general elections, as does the District’s Elections Bylaw (attached).

The CEO and D/CEO act independently, and are distinct from the Administration and operations of the District.

Campaign Financing, including setting spending limits, is the only component that is not the responsibility of the local government, and is run through Elections BC who administer and enforce the [Local Government Campaign Finance Act](#).

Some minor legislative changes have occurred for the 2026 election, such as removing the requirement for a paper copy of nomination documents and broader permissible ID. These will all be incorporated into the District’s election procedures.

Financial/ Resource

Overall Costs

The election costs are based on the following main expenses:

- Voting machines, including ballot printing (for 3 locations)
- Elections staffing (for 3 locations), at Living Wage and following *Employment Standards Act*
- Statutory and Optional Advertising/printing/materials

Reducing the number of locations, to as few as 1 per required voting day, would reduce a portion of the costs by approximately 25% (including voting location rentals, staff costs, and number of voting machines). Staff numbers would increase somewhat at the one location to account for additional voters. Historically, Town of Sidney, District of North Saanich, Township of Esquimalt, and Colwood have one location only. Recruitment for the 40-50 required election workers will begin in late Spring.

The following is the voter turnout, by location, from the 2022 local general election (with 6 election positions on the ballot):

- Advance #1 – MH – 457

- Advance #2 – MH – 792
- Mail ballots - 140
- General – MH – 964
- General – Keating – 846
- General – Cultural Center - 931

Total voter turnout in 2022 was 4102 (out of a possible 16,449 eligible registered voters) for a turnout of approximately 25%.

Appointments

Elections Officers (CEO/DCEO)

Council is required to appoint a Chief Election Officer (CEO) to administer local government elections in accordance with Part 3 (Electors and Elections) of the *Local Government Act*, which assigns responsibility for the conduct of elections to an appointed election official.

The District has qualified staff to fulfill these roles and there may be challenges in this market to contract out the role and administration of the election. Administration has ensured that accommodation of these responsibilities can be undertaken within the current service level. Therefore, contracting out would have an increased cost, and availability of these specialities is uncertain, especially in a region with 13 municipalities.

School Board Trustee Costs

If the District completes the election of a School Board representative on behalf of SD63, up to 1/3 of most election costs are generally covered through an understanding with the School District. However, historically that position is often acclaimed and therefore the District is unable to rely on this as a source of funding as the status of that election is not known until the end of nominations in mid/late September.

First Nations

Residents (including band members) of Tsawout and Tsartlip First Nations are eligible electors for the District's local general election. In 2022, special voting opportunities (on-site, short hour election opportunities) were offered to both bands. One was hosted at Tsartlip Band Office, with 2 ballots cast. First Nations members from either band or reserve can vote at any of the other voting opportunities offered to other CS residents. As the district is unique in that the First Nations Band members and residents are voting members, it is a good opportunity for public education and relationship building.

Communications

Communications for the election are a combination of required (statutory) advertising and optional advertising.

All statutory advertising will follow the legislation and the District's Public Notice Bylaw. While not a requirement due to the bylaw, the District will be placing many of the main ads in local publications – likely in coordination and sharing ads with the Town of Sidney and District of Central Saanich. For optional advertising, all local governments benefit from a shared date which raises awareness. Staff/the administration must not be perceived to be promoting or encouraging anything other than voting, and therefore all additional communications are focused on awareness of the date and requirements.

Elections Deadlines

A large portion of the election legislation sets up statutory deadlines, although not all. Some dates are simply practical, such as the availability of nomination packages (typically available late July, for filing between September 1 and 11th) or the availability of mail ballot packages (which rely on the actual printing of specific ballots, generally available only a couple days prior to the first advance opportunity).

Election planning is already underway in earnest, and all Council decisions or input on the election should be received at this time for proper planning.

OPTIONS:

Option 1 (recommended):

That for the Local General Election 2026, the following be appointed as Elections Officer:

- Chief Election Officer – Emilie Gorman
- Deputy Chief Election Officer – Pamela Martin

Option 2:

In addition to the appointment of the Elections Officers in Option 1:

That to reduce overall election costs, the District reduce the number of special voting locations and advance/general voting day opportunities to one each in the community as follows:

- Advance Voting Opportunity #1 – Keating Area (location TBD)
- Advance Voting Opportunity #2 – Saanichton (Municipal Hall)
- General Voting Day – Brentwood Bay (location TBD)

Option 3:

That staff seek a third-party contractor to be hired to run the 2026 local general election and once selected that individual names be brought forward to be appointed by Council as the Chief Elections Officer.

CONCLUSION:

The District Council must appoint Elections Officer to conduct the 2026 General Local Election.

Report written and submitted by:	Christine Culham, Chief Administrative Officer
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ATTACHMENTS:

Appendix A: [District of Central Saanich Elections Bylaw](#)



REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 13, 2026

Re: Employee Elections and Political Conduct Policy

RECOMMENDATION(S):

1. That Council adopt Policy No. 24-ADMIN, Elections Conduct Policy.
2. That Council refers the Policy No. 24-ADMIN to the Central Saanich Police Board for their consideration of similar policy for their administration.

PURPOSE:

To bring forward the proposed draft *District of Central Saanich Employee Elections and Political Conduct Policy* (Policy) as previously requested by Council.

BACKGROUND:

On February 9, 2026, Council endorsed the following resolution:

THEREFORE BE IT RESOLVED THAT Council direct staff to prepare and present for Council consideration a policy governing the participation of municipal employees and contractors in local election activities, including individuals under the purview of the Central Saanich Police Board, with particular emphasis on:

1. *Prohibiting the use of municipal positions, authority, resources, confidential information, or influence—whether real or perceived—to benefit any candidate, slate, or political initiative in a local election;*
2. *Clarifying expectations and limitations regarding political activity during working hours, while in uniform, or while otherwise representing the municipality;*
3. *Providing guidance to ensure compliance with applicable legislation, collective agreements, and principles of freedom of expression, while protecting the municipality's obligation to remain politically neutral;*
4. *Establishing clear consequences and accountability mechanisms for breaches of the policy; and*
5. *Ensuring the policy is communicated effectively to all employees, contractors, and affected boards.*

AND BE IT FURTHER RESOLVED THAT staff consult, as appropriate, with legal counsel, human resources, and relevant boards or commissions in the development of the proposed policy, and report back to Council within a reasonable timeframe.

At Council's direction, staff have undertaken the development of a draft Policy to provide clear guidance regarding employee participation in election-related activities and to support the District's obligation to remain politically neutral during election periods.

The proposed Policy is intended to balance employees’ rights to participate in the democratic process with the District’s responsibility to maintain public confidence in the impartiality of its administration and the appropriate use of municipal resources. Following Council’s direction, Corporate and Human Resource staff have reviewed legislative requirements, sector practices, other jurisdictional examples, and existing policy frameworks within the District in the development of this draft Policy.

DISCUSSION:

The proposed Policy (Key Principles and Scope: Table 1) seeks to strike an appropriate balance between employees’ rights, as citizens, to participate in the democratic process, and the District’s obligation to maintain a professional, politically impartial public service.

While employees are entitled to hold personal political views and engage in political activities on their own time, the nature of local government requires that municipal services, advice, and decision-making be delivered—and be perceived to be delivered—without political bias. Clear expectations regarding political activity, use of District resources, and circumstances involving candidacy or elected office help protect public confidence in the integrity of the organization, reduce the risk of real or perceived conflicts, and provide staff and management with consistent, transparent guidance during election periods. The policy is intended to support both individual rights and institutional integrity by clarifying responsibilities before issues arise, rather than responding to concerns on a case-by-case basis.

The draft Policy outlines how employees can participate in political activities while ensuring public service impartiality and protecting the integrity of the District’s operations.

Table 1. Key principles and scope of the draft Policy.

Topic	Details
Scope and definitions	Policy applies to all District employees including permanent, temporary, casual, auxiliary firefighters; contractors and volunteers subject to certain provisions. Political activity includes supporting candidates or parties, seeking nominations or elected positions, campaigning on referendum questions.
Restrictions on political activities	Employees must not use District resources for political purposes, engage in political activities during work hours or on-call time (except voting), wear District-branded clothing while engaging in political activities, or imply District endorsement of any political entity or referendum stance.
Balancing rights and impartiality	Employees have the right to engage in political activities on their own time, must maintain political neutrality for impartial and professional municipal services. Officers with higher risk of conflicts have stricter standards.
Election candidacy and office holding	Employees running for Central Saanich Council must take unpaid leave from nomination filing to voting day, suspended access to District resources. Those elected to Central Saanich Council or the CRD must resign. Employees elected to other public bodies may receive leave or duty modifications subject to approval and operational needs. Conflicts of interest must be avoided.

The development of this draft Policy is not driven by any specific incident or identified compliance issue, but rather reflects a proactive governance approach. While existing practices and professional standards

have generally been effective, the policy provides clarity and consistency in advance of future election periods and supports shared understanding should circumstances arise.

Central Saanich Police Services

Council directed staff to direct staff to “prepare and present for Council consideration a policy governing the participation of municipal employees and contractors in local election activities, *including individuals under the purview of the Central Saanich Police Board*”. Under the Police Act, municipal Council does not have the authority to direct policing policy, operations, or service delivery. This limitation is intentional and foundational to the legislation, ensuring a clear separation between political governance and independent policing. The Police Board is the designated civilian oversight body responsible for setting policing policy, priorities, and service levels.

As a best practice, staff are recommending a referral of this policy as a best practice to the Police Board, which is legislatively empowered to consider, interpret, and implement such direction within its governance role, while maintaining the operational independence of the Chief Constable.

IMPLICATIONS:

Strategic

The Policy supports the District’s strategic objectives related to good governance, organizational integrity, and public trust by reinforcing political neutrality and clear accountability during election periods.

Legislative/Policy

The policy aligns with the District’s authority under the *Community Charter* to regulate employee conduct and complements existing codes of conduct and conflict-of-interest provisions by providing specific guidance related to election-period activities.

The Police Act prohibits municipal Councils from directing policing policy, operations, or service delivery to maintain independent policing. The Police Board, as the civilian oversight body, sets policy, priorities, and service levels.

Financial/ Resource

There are no direct financial implications associated with the adoption of this policy, as it provides guidance and expectations within existing administrative and human resource frameworks.

Legal/HR

The proposed policy clarifies expectations, supports consistent application, and reduces risk by balancing employee rights with the District’s duty to maintain an impartial public service and avoid real or perceived conflicts.

Communications

Once adopted, the policy will be communicated internally to employees and management to ensure awareness and understanding prior to the next general local election period.

OPTIONS:

Option 1 (recommended):

1. That Council adopt Policy No. ADMIN-24, Employee Elections and Political Conduct Policy.

- 2. That Council refers the Policy No. ADMIN-24 to the Central Saanich Police Board for their consideration of similar policy for their administration.

Option 2:

That Council provide additional direction on the Employee Elections and Political Conduct Policy to be incorporated and returned for further consideration.

Option 3:

That Council chose to not adopt an Employee Elections and Political Conduct Policy at this time.

CONCLUSION:

The proposed *District of Central Saanich Employee Election and Political Conduct Policy* provides clear, consistent guidance that supports employees’ democratic rights while safeguarding the District’s obligation to remain politically impartial. Adoption of the policy will strengthen organizational clarity, reduce risk, and support public confidence in the integrity of municipal administration during election periods.

Respectfully written and submitted by:	Emilie Gorman, Director of Corporate Services/Corporate Officer
Concurrence by:	Nadine Dillabaugh, Manager of HR and Organizational Development
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Policy ADMIN-24, Employee Election and Political Conduct Policy



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

COUNCIL POLICY

Effective Date Click here to enter a date. Amendment Date(s):	POLICY NO. 24.ADMN
SUBJECT: Employee Election and Political Conduct Policy	
Category: Administration	

PURPOSE

The District of Central Saanich (District) recognizes that employees, as citizens, have the right to participate in the democratic process, including voting, expressing political views, and engaging in political activities on their own time.

At the same time, the District has a duty to ensure that municipal services, programs, and advice are delivered in a manner that is, and is perceived to be, politically impartial.

The right of District employees to participate in political activities must be balanced with the requirement for an impartial and effective public service.

This policy establishes clear expectations and limits regarding employee participation in political and election-related activities to protect public confidence in the neutrality, integrity, and professionalism of the District’s public service.

Officers of the Organization, including the Chief Administrative Officer (CAO), Corporate Officer, Chief Financial Officer and Approving Officer, may have a higher standard due to the higher risk of potential conflicts of interest.

APPLICATION

This policy applies to all District of Central Saanich employees, including permanent, temporary, and casual employees including auxiliary firefighters. Contractors and volunteers are subject to the political neutrality and resource-use provisions of this policy where applicable.

DEFINITIONS

Employee: Any person employed by the District.

Political Activity includes:

- Publicly supporting or opposing a political party or candidate (i.e. through social media posts, lawn signs, campaigning emails);
- Seeking nomination or being a candidate in an election;
- Canvassing or campaigning on a District referendum question; and,

- Seeking appointment or election to a municipal, regional, or school board.

POLICY

1. Public Service Impartiality

- a. Employees must conduct themselves in a politically neutral manner.
- b. Participation in private political activity must not impair, or be perceived to impair, the employee's ability to perform their duties impartially.

2. Prohibited Activities

- a. Employees must not:
 - i. Use District resources (including facilities, equipment or supplies) for political purposes;
 - ii. Engage in political activity at the workplace or during work hours including on call hours (except voting);
 - iii. Engage in political activity while wearing District-branded clothing;
 - iv. Wear clothing or buttons that advertise/promote any candidate, political party or referendum issue while at work; and,
 - v. Use their title or position within the District in a way that would lead a member of the public to infer that the District is endorsing or not endorsing a candidate, political party or a particular response to a referendum question.

3. Running For Election

- a. Employees seeking election to Central Saanich Council must take an unpaid leave of absence beginning on the date nomination papers are filed and ending on voting day.
- b. Requests for leave must be made in writing and submitted to the Department Director and copied to the Corporate Officer.
- c. Access to District resources, systems and facilities will be suspended during the leave.

4. Holding Elected Office

- a. Employees elected to Central Saanich Council or the CRD (regional government) must resign.
- b. Employees elected to other public bodies (i.e. Islands Trust, Provincial or Federal, School Board, and other municipalities) may be granted leave or duty modifications subject to operational requirements and conflict-of-interest provisions. Requests would be reviewed and subject to the Chief Administrators approval.
- c. The duties of elected office must not affect the employee's normal working hours and there must not be a conflict of interest between the employee's duties as an elected official and their duties as a District of Central Saanich employee.

5. Enforcement

- a. Failure to comply with this policy may result in disciplinary action up to and including dismissal.
- b. Complaints brought forward under this policy will be reviewed and adjudicated by the Corporate Officer.
- c. Where the complaint involves the Corporate Officer, the CAO will be the adjudicator.
- d. Where a District employee is uncertain of whether political activity may impair or be perceived to impair their ability to perform their duties in a politically impartial manner, they are required to disclose such political activity and seek guidance from the District's Corporate Officer.

RESPONSIBILITIES

Council

Council is responsible for adopting this policy and any amendments, and for maintaining the separation between governance and administration by referring matters of employee conduct to the Chief Administrative Officer (CAO).

Chief Administrative Officer (CAO)

The CAO is responsible for the overall administration and enforcement of this policy, including addressing significant or systemic breaches and ensuring political neutrality is maintained.

Corporate Officer

The Corporate Officer is responsible for providing interpretation and guidance on political activity, and reviewing leave requests related to candidacy in consultation with the Department Director.

Department Directors

Department Directors are responsible for ensuring employee awareness of and compliance with this policy, monitoring conduct within their departments, and addressing or escalating potential breaches as appropriate.

Human Resources

Human Resources is responsible for supporting consistent application of this policy, advising on employment implications, and supporting disciplinary processes where required.

Employees

Employees are responsible for complying with this policy, including maintaining political neutrality, refraining from the use of District resources for political purposes, and seeking guidance where uncertainty exists.

Related Documents:

- [Code of Ethics](#)
- [Social Media Policy](#)



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 13, 2026

Re: 1882 Hovey Road – OCP and Zoning Bylaw Amendment (4th Report)

RECOMMENDATION(S):

1. That OCP Amendment Bylaw No. 2255 (1882 Hovey Road) be adopted.
2. That Zoning Amendment Bylaw No. 2254 (1882 Hovey Road) be adopted.

PURPOSE:

This report provides recommendations for Council consideration about adopting the OCP and Zoning Bylaw amendment bylaws for 1882 Hovey Road.

BACKGROUND:

- The OCP amendment and rezoning for 1882 Hovey Road was introduced to Council at a Special (Open) Council meeting held on February 9, 2026: [Feb 09 2026 SCM](#).
- The bylaws were introduced and given First and Second Reading on February 23, 2026: [February 23 2026 RCM](#).
- The bylaws were referred to the Advisory Planning Commission to be reviewed at their meeting on March 4, 2026: [March 4 2026 APC](#).
- A public hearing on the amendment bylaws was held on March 9, 2026: [March 9 2026 RCM](#).
- The bylaws were given Third Reading on March 23, 2026: [March 23 2026 RCM](#). The Zoning Bylaw amendment bylaw was amended by limiting the size of a restaurant to 46 m² (500 ft²) of floor area.

CONCLUSION:

Council gave the bylaws Third Reading on March 23, 2026, and is now being asked to consider adoption of the OCP and Zoning Bylaw amendment bylaws.

Report written by:	Ivo van der Kamp, Senior Planner
Respectfully submitted by:	Kerri Clark, Manager of Development Services
Concurrence by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: OCP Amendment Bylaw No. 2255 (1882 Hovey Road)

Appendix B: Zoning Bylaw Amendment Bylaw No. 2254 (1882 Hovey Road)

BYLAW NO. 2255

A Bylaw to Amend Official Community Plan Bylaw
(1882 Hovey Road)

WHEREAS the Council of the Corporation of the District of Central Saanich by Bylaw No. 2100 adopted Schedule “A” of the Bylaw as the Official Community Plan Bylaw;

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

1. MAP AMENDMENT

Central Saanich Official Community Plan, Bylaw No. 2100, 2023, Schedule “F” (Land Use Plan) is amended by changing the designation of the lands legally described as Lot A, Section 7, Range 2E, South Saanich District, Plan VIP69834 – Parcel Identifier 024-637-106 (1882 Hovey Road), shown shaded on the map attached to this Bylaw as Appendix “A” from Neighbourhood Residential to Civic/Institutional.

2. CITATION

This Bylaw may be cited for all purposes as the “**Central Saanich Official Community Plan Amendment Bylaw No. 2255, 2026**”.

READ A FIRST TIME this	23	day of	February	, 2026
READ A SECOND TIME this	23	day of	February	, 2026
PUBLIC HEARING HELD this	9	day of	March	, 2026
READ A THIRD TIME this	23	day of	March	, 2026
ADOPTED this		day of		, 2026

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/
Corporate Officer

BYLAW NO. 2254

A Bylaw to Amend Zoning Bylaw
(1882 Hovey Road)

WHEREAS the Council by Bylaw No. 2180, 2024 adopted the Zoning Bylaw and deems it appropriate to amend the Zoning Bylaw;

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

1. TEXT AMENDMENT

Appendix A, to the Central Saanich Zoning Bylaw No. 2180, 2024, as amended, is hereby further amended as follows:

1. By adding as Part 5 Section 27 (General Institutional: P-1) Subsection 4 (2):

Notwithstanding Subsections 1 and 3 above, the following regulations apply to the property legally described as Lot A, Section 7, Range 2E, South Saanich District, Plan VIP69834 (**1882 Hovey Road**):

- a. The following uses are permitted in addition to the Permitted Uses listed in this zone:
Indoor Recreational Facility
- b. The following uses are permitted as an accessory use only:
Restaurant not exceeding 46 m² of gross floor area
Small-scale retail sale of locally produced goods and produce
- c. The size of buildings and structures shall be as follows:
Building Height: 17.0 m (3 storeys)
Floor Area Ratio: 0.8

Notwithstanding the parking setback set out in Part 6 Section 4.10, for the lands legally described as Lot A, Section 7, Range 2E, South Saanich District, Plan VIP69834 (**1882 Hovey Road**), off-street surface parking may be located up to 0.0 m from the rear (east) and interior side (north) lot lines.

Notwithstanding the parking requirements set out in Part 6 Section 5, for the lands legally described as Lot A, Section 7, Range 2E, South Saanich District, Plan VIP69834 (**1882 Hovey Road**), the total parking requirement shall be 100 spaces.

2. MAP AMENDMENT

Schedule 1 (Zoning Map) of Appendix “A” of Bylaw No. 2180, 2024, cited as "Central Saanich Zoning Bylaw No. 2180, 2024" as amended, is hereby further amended by changing the zoning designation of the land legally described as Lot A, Section 7, Range 2E, South Saanich District, Plan VIP69834 – Parcel Identifier 024-637-106 (1882 Hovey Road), shown shaded on the map attached to this Bylaw as Appendix “A” from Agriculture: A-1 to General Institutional: P-1.

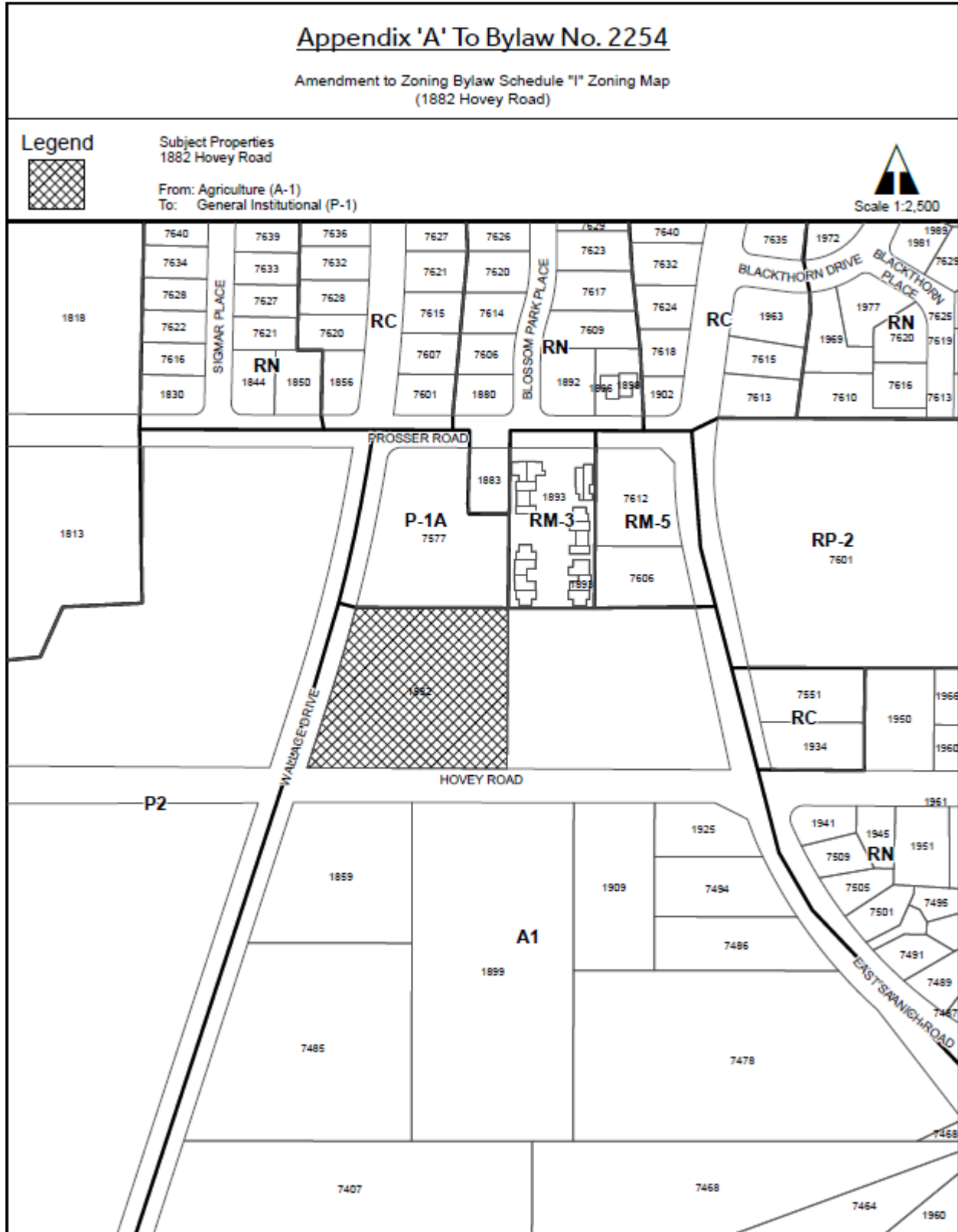
3. CITATION

This Bylaw may be cited for all purposes as the “**Central Saanich Zoning Bylaw Amendment Bylaw No. 2254, 2026**”.

READ A FIRST TIME this	23	day of	February	, 2026
READ A SECOND TIME this	23	day of	February	, 2026
PUBLIC HEARING HELD this	9	day of	March	, 2026
READ A THIRD TIME this	23	day of	March	, 2026
ADOPTED this		day of		, 2026

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/
Corporate Officer





TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6
Ph. 250-479-6800 · Fx. 250-727-9551 · E. info@viewroyal.ca · www.viewroyal.ca

March 18, 2026

Sent via Email

LETTER TO ALL BC MUNICIPAL COUNCILS

Dear Mayor and Council,

RE: Judicial Review Coalition Update — Provincial Housing Legislation (Bills 44, 47, 13, 15, and M216)

This letter provides an update further to the Town of View Royal's correspondence dated December 4, 2025 regarding a potential coordinated Judicial Review of recent provincial housing legislation .

Since issuing the initial invitation, the Town of View Royal, the District of West Vancouver, the District of Oak Bay, the Regional District of North Okanagan, and the Township of Spallumcheen have formally indicated their participation in the coalition. These early participants have recognized the shared concern regarding the cumulative impact of recent provincial housing legislation on local governance, planning authority, and accountability to residents. Dozens of other municipalities have attended information sessions, and others have reached out for further information and support. We continue to receive expressions of interest from councils across British Columbia.

This initiative is not occurring in isolation. Recent actions across the province reinforce the concerns raised in our initial letter. Metro Vancouver mayors sought meaningful engagement with the Province on housing legislation that materially affects municipal authority, planning responsibilities, and public accountability. While the Province acknowledged this request, its response confirmed an implementation-focused approach and did not address the broader governance and procedural concerns raised. This exchange underscores the absence of a forum to resolve these issues collaboratively and reinforces the need for legal clarity. Councils across British Columbia have similarly raised concerns regarding the pace and scale of legislative change, the removal of public hearings, the shift of land-use authority away from locally elected councils, and the implications for infrastructure planning, financial sustainability, and service delivery. Bill M216 and related legislation continue to raise questions regarding the balance between provincial objectives and municipal responsibilities, particularly where expectations are evolving without a clearly defined framework for delivery.

As noted previously, this process is not about opposing housing but about obtaining legal clarity. The coalition's first step will be to commission a shared legal opinion to assess the scope of provincial authority relative to municipalities, the implications of the legislative changes on

procedural fairness and democratic accountability, and the extent to which municipal powers have been altered or constrained. Municipalities that formally join the coalition will have full access to this legal opinion. The estimated budget for the legal opinion is \$150,000, to be shared among participating municipalities through a cost-sharing model to be confirmed.

Following completion of the legal opinion, a subsequent meeting will be convened with participating municipalities to review findings, discuss implications, and determine whether there is sufficient basis and collective support to proceed with a Judicial Review.

In the absence of clarity, municipalities are left managing uncertain planning frameworks, increasing infrastructure and financial pressures, and a growing disconnect between responsibility and authority. At present, a coordinated Judicial Review remains the only available mechanism to obtain a clear and authoritative interpretation of these issues.

Councils are asked to signal their intent to join the coalition no later than March 31, 2026. Municipalities indicating intent will receive a formal invitation and next-step materials in the first week of April, including a cost-sharing framework, a draft Memorandum of Understanding, and the scope for the legal opinion. A meeting of participating and interested municipalities will be held at 10:00 AM on Friday, April 10, 2026, to review the approach, confirm participation, and discuss next steps. Participation at this stage does not commit a municipality to a Judicial Review but ensures access to the legal analysis required to make an informed decision.

This effort is grounded in a shared interest in ensuring clarity in the roles, responsibilities, and relationships between orders of government. We encourage your Council to consider joining this collaborative process.

For further information or to confirm participation, please contact me at Mayor Sid Tobias at mayortobias@viewroyal.ca.

Sincerely,

A handwritten signature in black ink, appearing to be 'S. Tobias', written over a light grey rectangular background.

Mayor Sid Tobias
Town of View Royal

The Brentwood Bay Community Association
C/O 1189 Damelart Way,
Brentwood Bay BC,
V8M 1E3

District of The Municipality of Central Saanich
1903 Mt Newton Cross Rd,
Saanichton BC
V8M 2A9

March 20th, 2026

To Mayor & Council:

Re: Request for increase in Community Service Funding to \$10,000.00

Dear Mayor & Council,

In 2023 The Brentwood Bay Community Association submitted our four-year Community Service Funding application for \$4,250.00 per year, which was successful. Due to an oversight, we didn't realize the maximum allowable could be as much as \$10,000.00 a year. We are asking for an increase for the duration of the funding term (which expires in 2027) to be set at \$10,000.00 per year.

In recent years, our costs have all risen significantly. These include musician fees, sound tech, insurance, etc. Since COVID, local hotel rooms alone have doubled in price. The new safety plan required by the district has added extra expenses, with the increase in the number of paid flaggers for the parade, as one example. All other BBKA funding is from local business & private donations, and when the economy is in flux, as it certainly is now, we see those donations dry up. We now find ourselves financially challenged to continue offering the quality events that we are known for.

In 2024 we formally chose to become more proactive in Truth & Reconciliation initiatives as well as honouring diversity & inclusion. At the 2025 festival, 4 out of 5 performances on our stage were Indigenous led. The 5th performer was a young Zambian-Canadian songwriter. At Music in the Park, we now proactively book bands that include more representation from women, BIPOC and LGBTQ2S+ where ever possible. We strive to present quality performances you'd see at a music festival, and further, believe it is profoundly important to children and families to experience live music together. We want to continue our mandate of hosting free events, so that financial hardship is not a barrier for audience goers.

Here are some details of what we do:

The Brentwood Festival & Parade:

- Attracts approximately 5000 residents of all ages each year
- Showcases & celebrates diversity & inclusion onstage
- Requires approximately 2500 volunteer hours by a core of 25 main volunteers and approximately 100 casual volunteers (10-20 hours each) to present
- Offers a day of employment to approximately 120 (mostly local) market & food vendors

Music in the Park:

- Attracts approximately 500 people of all ages per week over 7 weeks each summer
- Showcases & celebrates diversity & inclusion onstage
- Requires approximately 800 volunteer hours by a core of 6 main volunteers and approximately 24 casual volunteers (10 – 40 hours each) to present

Holiday Light Up:

- Provides festive cheer & enjoyment for all Central Saanich residents.
- Requires approximately 100 volunteer hours by a core of 8 volunteers (10 – 20 hours each). This includes co-ordinating the donation of Driftwood Communications resources (bucket truck & operator).

But after 27 years, it's more than just numbers and statistics. It's the stories.

1. When a local Wsanec youth was bullied for performing a traditional drum song, we arranged for him to play two songs at Music in the Park with his cousin. They performed beautifully, and the audience response was overwhelmingly positive. The out-of-town drummer, waiting backstage to perform, had tears in his eyes and told us how honoured he was to witness the event.
2. The Wednesday night after the rainbow sidewalk at Bayside Middle School was vandalized, we announced onstage that Music in the Park was a safe and inclusive event where all were welcome. This was met with rousing applause from the audience. Later in the evening, we were thrilled to observe that a same sex couple now felt comfortable to get up and dance. We now proactively announce from stage that our events are a safe and inclusive space where all are welcome, and have a formal declaration to reflect that on our website.
3. Every touring musician we have booked has asked to come back, and have told us what a special place to perform our events are. The most common feedback is how much they love the opportunity to perform for all ages, including kids.
4. Young families in the community who grew up with the festival and Music in the Park, now bring their children to share in the experience, and are reaching out to get involved as volunteers.

5. Local Indigenous families attend Music in The Park as vendors to fundraise for various events. These have included funding youth soccer trips, The Wotanmy Powwow, and more. They are always enthusiastically supported by our audience.
6. While fundraising for our stage, a four-year-old girl put a toonie in the donation bucket. Her parents told us that she insisted on giving her money for the stage. Best donation ever.

After all these years, we still have a strong core of volunteers who are committed to presenting arts and culture in our community. We would be grateful for the requested increase in funding, as it will allow us to continue to present these events in the community.

Thank you for your consideration.

Regards,


Ginny Alger,
BBCA Chair


Leslie Gentile,
BBCA Community Liasson

Brentwood Bay Community Association
Statement of Financial Position
For the Fiscal Year Ending
December 31, 2025

Assets:

Cash:	\$22,122.22
Savings: (Dedicated Stage Funds)	\$22,789.15

Total Current Assets:	\$44,911.37
-----------------------	-------------

Liabilities:

Accounts Payable:	\$0.00
Debt:	\$0.00

Total Current Liabilities:	<u>\$ 0.00</u>
----------------------------	----------------

Total Equity:	\$44,911.37
----------------------	--------------------

Brentwood Bay Community Association
 Revenue & Expense Statement
 For the Fiscal Year Ending December 31 2025

Revenue:

Donations/Sponsorships	27,738.59	
Community Service Funding	4,250.00	
50/50	2,987.50	
Vendor Fees	1,510.00	
Silent Auction	1,199.14	
Popsicles/Water Sales	<u>484.00</u>	
Revenues:	\$38,169.23	Total Revenues: \$38,169.23

Festival/Parade Expenses:

Entertainment:	3,222.00
Flaggers:	2,120.69
Advertising:	1,857.63
Sound Stage:	1,200.00
Chair Rentals:	627.20
Medi-Van First Aid	551.25
Security Guard	459.90
Youth Leadership Council Donation	400.00
Old School Hall Donation	250.00
Opening Ceremonies Honourarium	<u>125.00</u>
Total Festival/Parade Expenses:	\$10,813.67

Music In the Park Expenses:

Entertainment:	13,150.00
Sound Stage:	4,550.00
Hotel Rooms:	1,667.23
Misc: (50/50 tix, chairs, etc.)	488.41
Advertising:	57.41
Gaming License:	<u>25.00</u>
Total MIP Expenses:	\$19,938.05

Holiday Light Up Expenses:

Replacement lights, cables, garland:	\$1,509.09
Total Light UP Expenses:	\$ 1,509.09

Misc Expenses:

Insurance (Directors & Liability)	\$1,350.00	
BBCA Website	\$ 353.56	
Storage Fees:	\$ 200.00	
Bank Fees:	<u>\$ 53.50</u>	
Total Misc Expenses:	<u>\$1,957.06</u>	Total Expenses: \$34,217.80

Net Revenue: \$ 3,951.36

Nareka Jacques

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: March 20, 2026 8:24 AM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Fri, 03/20/2026 - 8:23am

Submitted by: Anonymous

Submitted values are:

Subject
CRD and Property Taxes

Full Name
Gillian Cox

Phone Number
[REDACTED]

Address
2272 Seville Close
Saanichton, BC. V8M1N2

Neighbourhood
Cooperidge

Email
[REDACTED]

Message

I read in the TC that residence of Central Saanich will pay \$113 to the CRD on top of our property taxes. My question is why is the amount more than any other municipality? We now pay \$100 a week property taxes and goodness knows what this year's bill will be in a home we have lived in for almost 37 years. I understand the cost of living increases but maybe the council could hold back on some of the plans it has and save money for the next few years as I am sure the residents of Central Saanich and certainly this household is having to do. I look forward to your comments.

Respectfully
Gillian Cox

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Nareka Jacques

From: K Shpiruk [REDACTED]
Sent: March 20, 2026 5:19 PM
To: Municipal Hall
Subject: RE: Missing Persons Inquiry

You don't often get email from [REDACTED]. [Learn why this is important](#)

Hello Mayor and Council,

I am working on an Indigenous research project which focuses on missing persons and marine-related deaths along our coastal regions.

This includes areas connected to ferry routes, ports, and remote communities. I am in the genesis stage of the project, currently gathering statistical data and internal insight from a wide range of stakeholders across Vancouver Island, to learn whether there are cases connected to marine travel (on behalf of a marine organization).

I am hoping that I will be able to identify hot spots of missing persons and identify investigative or environmental gaps to support safer, community-led approaches on how we deal with Island disappearances.

Is this something you would be open to discussing and providing any insight?

--

Klarke Shpiruk
[REDACTED]

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Nareka Jacques

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: March 23, 2026 12:05 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Mon, 03/23/2026 - 12:05pm

Submitted by: Anonymous

Submitted values are:

Subject

Radon Community Testing

Full Name

Michele Evans

Phone Number

[REDACTED]

Address

7646 Sigmar Pl
Saanichton, BC. V8M 1N3

Neighbourhood

Central Saanich?

Email

[REDACTED]

Message

Has the CS Municipality ever thought of applying for the Radon Community Testing for our community?
<https://bclung.ca/lung-health/radon/#communitytesting>
The Executive Summary Report dated Aug 1/23 lists CS as having insufficient data or more testing required to have a good sample size but maybe this info is out dated.

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Nareka Jacques

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: March 23, 2026 3:56 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Mon, 03/23/2026 - 3:55pm

Submitted by: Anonymous

Submitted values are:

Subject
objection to municipal hall development

Full Name
Frank White

Address
8334 West Saanich Rd
Saanichton

Neighbourhood
West Saanich Road

Email
[REDACTED]

Message
It's time for the Central Saanich council to listen to the people. Put hold on your grandiose ill thought out new municipal hall. Stop listening to what the staff wants and listen to the public. The people are fed up with more taxes . The municipal hall still has a number of years left , don't pull the seismic issue as that is BS. [REDACTED]
[REDACTED]. The new building should be built on the existing property. Leave this issue for the next council there is no rush .
Yours Truly Frank White
8334 West Saanich Road

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Nareka Jacques

From: Bylaw
Sent: March 30, 2026 4:39 PM
To: [REDACTED]
Cc: Municipal Hall; Kristina Demedeiros
Subject: RE: Mayor & Council email form submission from centralsaanich.ca

Follow Up Flag: Follow up
Flag Status: Completed

Hi Kevin,

Bylaw Services has been directed to respond to your inquiry. As you know, Bylaw responds to complaints when reported through the complaint process as per the District's Bylaw Enforcement Policy. Responses to parking complaints on Lisnoe Avenue have varied, with some instances where no violations were observed at the time of attendance, and others where notices have been issued to vehicles found in contravention of *Traffic & Highways Bylaw No. 2018, 2019*. Pro-active patrols are currently not utilized.

The District is working on bylaw amendments which will improve efficiency of bylaw enforcement, including how tickets can be issued (currently tickets must be issued through personal service – in person).

I understand your frustrations, parking complaints are increasing throughout the District and we are responding by making operational changes including the above-mentioned initiative. To deal with ongoing parking complaints, they must be filed by using the online form, knowing staff will respond as available.

Mia

Mia Frankl
Bylaw Officer & Business License Inspector
District of Central Saanich
250-544-4237 / CentralSaanich.ca



**Celebrating 75 years as a community! Join us July 25 at Centennial Park.
Learn more at [CentralSaanich.ca/75](https://centralsaanich.ca/75)**

We gratefully acknowledge that the ancestral lands on which we work are within the traditional territories of the W̱SÁNEĆ peoples: W̱JŌŁŁP (Tsartlip), BŌKÉĆEN (Pauquachin), S̱ÁUTW (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: March 23, 2026 5:45 PM

To: Municipal Hall <Municipal.Hall@csaanich.ca>

Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Mon, 03/23/2026 - 5:44pm

Submitted by: Anonymous

Submitted values are:

Subject

Parking bylaw enforcement

Full Name

Kevin White

Phone Number

[REDACTED]

Address

5-1945 Lisnoe Ave
Saanichton, BC. V8M 1T2

Neighbourhood

Saanichton

Email

[REDACTED]

Message

I am reaching out to you to ask what is being done about the parking situation on Lisnoe Ave. Often, there are cars parked in clear, 'NO PARKING' spaces and in the yellow painted areas on the street. This is a small dead end street where there are no more than 20 residences, all with parking lots, or driveways. There is a small parking area on the street that easily parks up to 6 vehicles and a white painted area at the end of Lisnoe Ave. where you can park a single vehicle. Almost weekly there is a service vehicle parked in the yellow space close to the end of the street with a trailer, daily there are people parking outside the allocated area in the yellow. Often at night there is a vehicle parked under the no parking sign close to the entrance to the street. I have reached out to bylaw however they only work set hours. it is becoming quite frustrating for the residents of Lisnoe Ave to either find parking or maneuver around the illegally parked vehicles. Is there a plan in place to monitor this more closely moving forward? As I type this, there is a car parked in the yellow on Lisnoe. Reaching out to bylaw by email or by submission form takes days sometimes to get a response, this too is frustrating.

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Making a difference...together

Executive Office
625 Fisgard Street, PO BOX 1000
Victoria, BC, V8W 2S6

T: 250.360.3125
F: 250.360.3130
www.crd.ca

March 26, 2026

File: 0400-50

Regional Mayors and Councils
Via email

Dear Mayors and Councils:

RE: POTENTIAL SITES FOR SUPPORTIVE HOUSING AND SHELTERING

At its December 10, 2025, meeting, the Capital Regional District (CRD) Board received a report on Regional Engagement on Supportive Housing and Sheltering (attached). At the December meeting, the Honourable Christine Boyle, Minister of Housing and Municipal Affairs, presented on a Regional Approach to Homelessness and Sheltering. The Board subsequently directed staff to report back in March 2026, on immediate actions to advance supportive housing and sheltering across municipalities in the region.

During her presentation, Minister Boyle emphasized the importance of locating supportive housing and sheltering facilities outside the City of Victoria and noted that there may be resources available to support such projects. She advised communities could identify potential sites within their jurisdictions suitable for the development of supportive housing and sheltering and report them to the Province.

As an immediate action, and to support the needs of individuals experiencing homelessness and housing precarity across the capital region, the CRD Board is requesting that member municipalities undertake an internal review to identify any publicly owned or otherwise viable lands or facilities that could be considered as suitable for supportive housing or sheltering. This may include surplus or underutilized municipal lands, or sites that align with local planning objectives and growth strategies. Municipalities are encouraged to report any identified sites directly to the Ministry of Housing and Municipal Affairs, through the Minister's office, and to BC Housing, through Development Strategies:

Hon. Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4
HMA.Minister@gov.bc.ca

BC Housing Development Strategies
Suite 1701-4555 Kingsway
Burnaby, BC V5H 4V8
dev-strategies@bchousing.org

Reporting potential sites directly to the Province helps ensure local priorities are clearly communicated and enables provincial resources to be aligned effectively with regional needs and opportunities.

The CRD remains committed to supporting regional coordination and information sharing as this work advances. Should your staff require additional context or access to the regional data as may be available, we would be pleased to help facilitate those connections.

Thank you for your continued leadership and collaboration as we work together to expand housing options for residents across the region.

Sincerely,



Cliff McNeil-Smith
Chair, Capital Regional District Board

Attachment

cc: Honourable Christine Boyle, Minister of Housing and Municipal Affairs
CRD Board
Ted Robbins, Chief Administrative Officer, CRD
BC Housing Development Strategies

What We Heard:

A Report of the Findings from the Capital Regional District's Engagement on Sheltering and Supportive Housing

Capital Regional District | December 2025

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Introduction

The Capital Regional District (CRD) engaged CitySpaces to update the Regional Housing Affordability Strategy (RHAS), last revised in 2018. The 2018 RHAS established five goals, each supported by objectives and strategies to guide the CRD's housing initiatives:

- 1) Build the right supply of housing across the spectrum;
- 2) Sustain a shared regional response to existing and emerging housing demand;
- 3) Protect and maintain existing non-market and market rental housing stock;
- 4) Develop and operationalize a regionally coordinated housing and homelessness response; and
- 5) Create community understanding and support for affordable housing developments.

Anticipated in 2026, the updated RHAS will identify opportunities and actions to advance housing affordability across the Capital Region, reflecting changing housing market conditions, recent developments in housing legislation, and evolving housing needs and priorities.

As a component of this work, the Community Social Planning Council of Greater Victoria (CSPC) led a comprehensive regional engagement process focused on the CRD's potential role in advancing regional sheltering and supportive housing objectives. This focused engagement process responds to a CRD Board motion directing staff to undertake regional engagement to determine the CRD's potential role in advancing regional supportive housing and sheltering objectives. This report summarizes findings from the engagement process, which occurred between September 23rd and October 10th, 2025.

The engagement process included two streams with distinct participant groups:

- 1) representatives from the homelessness serving sector and individuals/groups with lived and living experience of homelessness, and
- 2) local governments and strategic partners.

A letter invitation was also sent to First Nations within whose territories the CRD conducts its business, inviting their participation and outlining engagement opportunities.

The report is composed of three main sections:

- The first section provides an overview of the engagement process for both streams of engagement.
- The second section summarizes the findings from all engagement activities, highlighting recurring themes and issues.
- The final section of the report highlights feedback regarding the potential role of the CRD and actions that the regional district could take to support a coordinated regional approach to addressing homelessness.



Engagement Approach & Overview

Engagement with Social Services and Non-profit Housing Providers

From planning, to invitation, to execution and analysis, the engagement with social service and non-profit housing providers was grounded in a commitment to equity, accessibility, and inclusion. Recognizing that factors contributing to homelessness are complex and deeply personal, particular attention was taken to include the voices of those with lived and living experience of homelessness, ensuring that their involvement was handled respectfully and reflected how they wanted to contribute. To better understand the scope of homelessness across the region, it was also vital that the engagement was inclusive and encompassed the entire CRD, rather than focusing on areas where services for homeless people are concentrated. The engagement emphasized regional representation to capture the many ways that homelessness is experienced within the different municipalities and electoral areas that encompass the CRD.

PARTICIPANT RECRUITMENT AND SELECTION

The invitation list composed of Indigenous and non-Indigenous social service organizations and non-profit housing providers, health (both government and community), housing services including services offered through local First Nations, and lived and living experience individuals/groups. Other groups who were invited included community and residents' associations, housing and related departments at local universities, and Business Associations (see [Appendix 1](#) for a full list of those invited).

ACCESSIBILITY AND DESIGN

A facilitated workshop design was used with small groups to ensure that everyone had ample opportunity to comment. To increase accessibility, capture diverse perspectives, and ensure a regional approach to engagement, the in-person workshops were held in different locations across the region - **Langford, Esquimalt, Sidney**, and one workshop was held **via Zoom** for those who could only attend online. Additionally, in-person workshops were held in central locations in the different communities in spaces that are well known and accessed by groups from inside and outside of the area (e.g., Mary Winspear Centre in Sidney and Salvation Army Connection Point Church and Resource Centre in Langford).

Workshops were facilitated (one facilitator per table) by members of the CSPC research team. To ensure that each participant had the opportunity to contribute to their full extent,

each group had a maximum of 7 participants with an average of 5 participants per table across workshops. A roundtable format was used, allowing each participant the opportunity to comment on every question. Time permitting, participants were provided with two opportunities to respond to each question. The same questions were used at each workshop, with a slight condensing of the questions for the online workshop to allow for a shorter duration.

Questions were open-ended and developed in collaboration between CSPC, CitySpaces, and the CRD, with aim of understanding current gaps in services and housing, barriers to access, and opportunities for the CRD to provide regional leadership (see [Appendix 1](#) for the list of questions). Extensive notes were taken by the CSPC research team member at each of the tables to capture comments. For those who were unable to attend a workshop, responses were received by email.

To aid in the analysis of findings, the notes from the workshops and email responses to questions were entered into a spreadsheet organized by question and separated by workshop. The analysis involved going line-by-line through each response to identify themes within and across questions.

VALUING THE VOICES OF PEOPLE WITH LIVED AND LIVING EXPERIENCE

In recognition of their time and expertise, honoraria were provided to participants with lived or living experience of homelessness who attended one of the workshops. Although many individuals with lived and living experience of homelessness opted to attend one of the facilitated workshops, recognized groups representing people with lived and living experience in the community were also given the option to have a dedicated workshop facilitated by CSPC staff scheduled at a time and location convenient for them. The People with Lived and Living Experience (PWLE) Advisory Committee with Victoria Community Action Team requested a dedicated workshop (see [page 13](#) for a detailed summary of the workshop with the PWLE Advisory Committee).

ATTENDANCE AND EVALUATION

To assess meaningful engagement, we evaluated the workshops based on several factors. **78 participants attended over five engagements** (10 were provided via email), representing diverse sectors from across the region, including healthcare workers, lived experts, housing providers, chamber of commerce representatives, health and housing providers from local nations, and frontline social service providers. 31 participants (46%) completed feedback forms. The majority of participants reported satisfaction with the workshops. Dissatisfaction



was reported due to skepticism about the usefulness of engagement on informing the regional housing affordability strategy update.

Engagement with Local Government and Strategic Partners

A workshop was hosted on October 9th, 2025 in Esquimalt, BC to engage local government staff and strategic partners in understanding the region's diverse supportive housing and sheltering needs. The workshop also sought to identify ways the CRD could support local government efforts and strengthen coordination across the region.

The workshop brought together local government staff and strategic partners to:

- Brief participants on the work being advanced by the CRD and explore how it could better support emerging and ongoing challenges related to housing precarity and homelessness.
- Provide an opportunity to hear directly from BC Housing and the CRD about the Alignment Project, a shared federal-provincial initiative related to homelessness and how participants could inform efforts across the region.
- Gather feedback on a proposed regional approach to supportive housing and sheltering for inclusion in this report, providing insight into regional challenges and opportunities to strengthen coordination.

The workshop was held in partnership with BC Housing, who contributed expertise and perspectives on homelessness at the provincial level. Ultimately, the workshop helped inform this report by examining ongoing efforts to improve regional coordination of programs and services for those experiencing, or at imminent risk of homelessness.

PARTICIPANT RECRUITMENT AND SELECTION

Invitations were sent to CAOs and staff from the CRD's 13 member municipalities, 3 electoral areas, BC Housing, the Ministry of Housing and Municipal Affairs, the Homeless Encampment Action Response Team (HEART) and Homeless Encampment Action Response Temporary Housing (HEARTH) working groups, the Canadian Alliance to End Homelessness, and other provincial partners (see [Appendix 1](#) for a list of invitees).

ACCESSIBILITY AND DESIGN

The CRD, BC Housing, CSPC, and CitySpaces delivered a presentation on the RHAS Update process, engagement activities to date, and related initiatives. Following the presentation and questions and answer period, the workshop shifted to small group discussions.

Consistent with the design used in the workshops with the homelessness serving sector and people with lived and living experience, a **facilitated workshop design** was used with small groups (maximum 8 people) to ensure that all participants had ample opportunity to contribute. Workshops were facilitated (one facilitator per table) by members of the project team and guided by a list of questions (see **Appendix 1** for a list of questions). A roundtable format was used, allowing each participant the opportunity to comment on every question. Extensive notes were taken by the facilitators at each table to capture comments.

To aid in the analysis of findings, the notes from the workshop were entered onto a spreadsheet and organized by question. The analysis involved a detailed review of each question to identify themes within and across questions.

ATTENDANCE AND EVALUATION

There were 44 participants at the workshop with local government and strategic partners on October 9th, 2025. Feedback forms were placed at each seat for participants to complete at the end of the engagement. Feedback collected through post-workshop surveys indicated that participants found the session valuable. Comments highlighted a desire for future sessions to include a broader range of interest-holders, including Island Health, housing and service providers, First Nations, and other provincial ministries whose work intersects with housing such as the Ministries of Health, Justice, and Child and Family Development.



Summary of Findings

This section summarizes the main themes from both streams of engagement. Where possible, direct quotes from participants have been included.

Engagement with Social Services and Non-profit Housing Providers

HOMELESSNESS AS A REGIONAL ISSUE

Sector representatives described how homelessness looks across the region in similar and distinct ways, ranging from “hidden” to “highly visible.” They identified a spectrum of people experiencing hardship, from those who are couch surfing or sleeping in their vehicle, to people on the street with obvious unmet mental health and/or substance use needs. For them, homelessness looks like “people sleeping in doorways” or sheltering in encampments in wooded outlying areas, and increasingly, homelessness in the region consists of people sleeping in their vehicles. Although participants recognize that visible homelessness is newer in some areas, they view homelessness as a big problem in every area of the region, even areas that weren’t previously impacted.

It is generally understood by participants that people experiencing homelessness will gather near important services and community supports, like emergency shelters and other sources of material aid. As a result, homelessness and other associated issues tend to be more concentrated and visible in certain areas, such as downtown Victoria. Participants acknowledged that **the highly charged political nature of homelessness contributes to the problem of uneven distribution of services and housing in the region**, perpetuating and sustaining this problem, making resolutions more difficult to achieve.

PRIORITY POPULATIONS

Participants identified a diversity of different demographics as being ‘priority populations’ in critical need of housing and support. **There is not one singular priority population, but many populations of concern, which reflects the breadth and urgency of the current situation.** To meet their diverse support requirements, a range of service and housing options are needed in the region to provide adequate support.

Although participants did not coalesce around one priority population, there were populations consistently identified as being disproportionately impacted by homelessness



and requiring urgent, targeted support. Across the region, feedback overwhelmingly pointed to the following population groups, which are presented in no particular order:

- **Youth and seniors**
- **Individuals experiencing mental health or substance use challenges**
- **People living with disabilities**
- **Indigenous peoples and communities**
- **Men, women, and gender-diverse individuals** - with a call for housing that meets their specific needs
- **Newcomers and immigrants**
- **People experiencing housing or financial instability**
- **Individuals impacted by institutional gaps and system failures**

For a summary of feedback pertaining to each population group listed, please see [Appendix 2](#).

GAPS IN REGIONAL SERVICES

Participants identified multiple intersecting gaps in regional services and housing, highlighting areas where both services and housing need to be enhanced.

The main gaps in services are outlined below with examples of the types of suggested services.

- **Geographic Gaps** – Current clustering of services in downtown Victoria or other urban areas; need more service options in outlying communities.
- **Ensuring a Focus on Prevention** – Rent Banks, rental subsidies and grant programs, support for people who are precariously housed to keep them housed, etc.
- **Access to Basic Health and Social Services** – Access to primary care, mental health services, hygiene services, ID services, access to bus passes.
- **High Acuity Services for People Living with Complex Needs** – Specialized services, more mental health and social services to respond to higher acuity needs.

In terms of gaps in housing, a recurring theme within the workshops was the need for housing to go beyond just being shelter. It must **integrate supports tailored to the specific needs of various populations, such as youth, families, and people in recovery for substance use**



challenges. Current shelter options are often temporary, overcrowded, and/or unsuitable for the diverse situations people face, contributing to increased vulnerability and continuing the cycle of homelessness. Expanding the variety of housing options across the region would help ensure that people's unique needs can be supported in their home community and provide **“spaces where they feel safe, supported, and at home.”**

Through the engagement sessions, participants identified the following types of housing needed:

- **Housing with wraparound and integrated supports:** Homes that provide comprehensive, coordinated services to meet residents' diverse needs.
- **Youth housing:** Options for young people aging out of care systems, as well as dedicated housing for young mothers.
- **Family housing:** Affordable units with three or more bedrooms to accommodate larger families.
- **Housing for people in recovery or actively using substances:** A diverse range of housing options to support individuals at different stages of recovery and substance use.
- **Diverse and scalable housing options:** Smaller-scale shelters and housing integrated throughout various communities in the region, designed to support different populations.
- **Alternative housing models:** Development of tiny homes and conversion of unused or vacant buildings into housing and shelter spaces.

For a summary of participants' input regarding each housing group listed above, please see [Appendix 3](#).

BARRIERS TO ACCESSING HOUSING

Across the region, individuals experiencing homelessness and housing precarity face a range of barriers that hinder their access to housing. Although participants identified many barriers, the following barriers were discussed most frequently:

- **Technology:** Limited access to phones, computers, and the internet makes it difficult for individuals to obtain information, complete applications, and connect with housing and related services.
- **Applications and service navigation:** Complex application processes and fragmented service systems create confusion and make it difficult to access supports.



- **Financial barriers:** For people receiving Persons with Disabilities (PWD) or income assistance, the shelter allowance is insufficient to cover housing costs. Additionally, individuals with low incomes often face rental discrimination from landlords.
- **Shelter and support program rules:** Restrictions on guests, pets, and personal belongings in shelters and supportive housing often deter individuals from accessing or remaining in these spaces.
- **Safety and stigma:** Many individuals avoid shelters due to concerns about personal safety and the stigma associated with homelessness and service use.
- **Discrimination and social exclusion:** Systemic discrimination and social isolation further limit housing opportunities

For summary of participants feedback related to each type of barrier listed above, please see [Appendix 4](#).

VISUALIZING THE REGION IN 10 YEARS

When asked what they would like the region to look like in 10 years, participants prioritized the wellbeing and safety of all community members, especially the most vulnerable, through a more cohesive and responsive system of services. Housing is no longer in crisis, but serves as a stable foundation for health, dignity, and inclusion. As one participant noted, "It will be harder to identify problems... because we've addressed them." Homelessness is rare, and people have access to a spectrum of different housing options - supportive, transitional, permanent, culturally appropriate, affordable housing, and it is available across all municipalities.

At the core of this vision is a strong sense of community. Walkable, connected neighborhoods, shared living models, and welcoming public spaces foster connection and safety, ensuring youth, elders, families, and newcomers are supported and included. Cross-sector collaboration between governments, non-profits, schools, and developers, ensures housing is treated not just as a basic need, but as a foundation for a healthy, equitable, and thriving society.



One participant noted, “tents should not be illegal. If you don't have walls, you aren't safe.” Concerns include how jail has become housing, but criminal records make accessing supportive or permanent housing increasingly difficult. Overall, **participants stressed that sheltering and supportive housing must be safe, dignified, and accessible** - no one should have to choose between incarceration or the street to escape bad weather or receive care.

When asked about the future state of sheltering and supportive housing, **participants envisioned supported, mixed-income buildings where, with the support of case management, individuals who are ready may be integrated into the community.** They emphasized the importance of on-site, accessible services tailored to residents' needs. Rather than a one-size-fits-all approach, future housing models should reflect the diversity of those they serve. Suggestions included culturally appropriate housing for Métis community members, and housing that allows partners, pets, and guests to live or visit together. Currently, identification is required for visitors, yet many individuals lack ID or face restrictions due to criminal records, creating additional barriers to connection and support.

Regarding the CRD's role in sheltering and supportive housing, participants shared that a range of housing options across the region would be ideal. Diversity here includes geographic location as well as varying levels of support. More specifically, there was an emphasis on mental health, substance use, and disability support. Participants suggested that every municipality should have an extreme weather response program and appropriate sheltering options. We heard that **there is a desire for a coordinated effort to support people's transition through the housing continuum**, citing challenges with missing BC Housing calls thus extending time on the waitlist. The participants stated that individuals with lived and living experience should consistently be centered in decision-making processes, stating, **“nothing about us without us.”**

POTENTIAL CRD ROLES AND ACTIONS

Building a Coordinated Regional Response

Participants emphasized the need for a **coordinated regional approach that extends beyond local government boundaries, supported by political will across all orders of government.** Comments regarding political will were often in relation to a coordinated regional response wherein every municipality is doing their part and has an equal sense of commitment to addressing homelessness.

They described a coordinated regional approach as building community and deepening connections across the CRD and reducing stigma through education and increased awareness. For participants, there also needs to be a regional approach to determining where resources are located that results in a **more equitable distribution across municipalities**. They also emphasized the need for people with lived and living experience to be integrally involved in driving change. Participants identified the importance of collaboration and coordination with both the homelessness serving sector and with other levels of government. Each area and the key suggested actions are discussed separately below.

Collaboration and Coordination with the Homelessness Serving Sector

For those on the frontlines, there is an urgent need to bring together organizations across the capital region to develop a more coordinated, collaborative approach to addressing homelessness and housing precarity. Participants identified the need to **develop shared definitions and goals**, something that is currently lacking, and to build on what exists to consolidate efforts across organizational mandates and jurisdictions.

To bridge the disconnect between services and build capacity in important ways, participants identified **two interconnected actions requiring regional leadership**:

- **Assisting with service navigation by improving information-sharing about available services and housing across the region.** To support system navigation, participants highlighted the need for a **coordinated, real-time regional database of services and housing** that is accessible, efficient, and through which we're better able to identify gaps in services and plan for future needs. Such a tool would improve system navigation, decrease administrative burden, and reduce the need for unhoused people to repeatedly tell their stories.
- **Creating a regional approach to data collection, use, storage, and access.** Participants talked about how the sector could use regional guidance and support that unifies all organizations through a coordinated approach to tracking and sharing data across the CRD. Other benefits of a coordinated response to data collection and usage noted by participants include being able to use data to educate and inform decision-making and determine the effectiveness of housing and services approaches.

Collaboration and Coordination with Other Levels of Government

For participants, a coordinated regional response to homelessness must unify and guide accountable action across all orders of government. As a bridge between local communities



and higher levels of government, **participants view the CRD as being well positioned to act in a coordinating role between levels of government.**

Representatives of the homelessness serving sector identified **3 main actions requiring collaboration and coordination with other levels of government:**

- **Bringing everyone together and ensuring that all jurisdictions have the same goals, are tracking the same types of information, and are working across municipal boundaries to find shared solutions and build consensus.** In practical terms, it also means a regional approach to siting services and housing, including temporary 'extreme weather responses,' that locates resources more evenly throughout the region. Participants also noted how a coordinated regional plan for locating services and housing should be aligned with municipal housing targets set by the province.
- **Working closely with all levels of government to get more housing built.** For participants, **a primary aim of the coordinated regional response would be to advance multiple forms of housing for different income groups through diverse partnerships (public, private, and non-profit sectors) anchored by provincial and/or federal government support.** This includes increasing the supply of deeply affordable (Rent Geared to Income) units for people with very low incomes.
 - Participants discussed a tension between the urgency of need for housing that demands immediate action and the reality that even well placed, supported projects are not guaranteed. For them, a coordinated regional approach should plan for where resources are located, ensuring that every municipality is addressing a piece of the bigger problem. Participants noted that in siting much needed but contentious resources, it may be necessary to support the province to institute paramourncy.
- **Working with provincial or federal government to address systemic problems including known cracks between service systems.** A **coordinated regional response would bring together different systems of government services – hospitals, psychiatric units, correctional institutions, and child welfare, to find ways to prevent discharges into homelessness.** For participants, it can be as simple as notifying an organization that someone is being released before they show up at their door, allowing a chance to prepare. They also talked about the importance of working with government funders to lessen the administrative burden on service and housing providers through more streamlined reporting, paperwork, and data entry.



Engagement with Local Government and Strategic Partners

HOMELESSNESS AS A REGIONAL ISSUE

Local government and strategic partners who attended the October 9th workshop described homelessness across the region in different ways, many of which mirror the comments from the engagement with the homelessness serving sector. They describe homelessness as being most visible in downtown Victoria, where individuals who experience complex, overlapping support requirements - mental health, substance use, various disabilities - are more concentrated due to where services are primarily located. Workshop participants also noted that **effective responses require coordination across intersecting services such as health, food security, and employment.**

The participants talked about how communities are seeing rising housing precarity among seniors, many of whom are being re-novicted or priced out after decades of stable tenancy. Some face re-entering a rental market where prices have tripled, while others are unable to downsize because mortgage and rental costs have both increased. This group is particularly vulnerable to sudden displacement and isolation. They also highlighted the rise of vehicular homelessness which includes individuals living in cars, trailers, and motorhomes for a range of reasons - from displacement and unaffordable rents to lifestyle choice or seasonal work. An example noted by a participant was a campground that houses a large number of permanent residents, despite being zoned as a campground. The populations they see being affected include seniors, students, and farm workers, many of whom live in rural or peripheral areas far from services. In these cases, **“services” often extend beyond more traditional supports to include recreation centres for showers, food banks, and community kitchens.**

Several communities also reported increased visibility of homelessness in parks, along regional trails, and near bottle depots. Some participants noted that the clean-up on Pandora Avenue in Victoria displaced individuals westward along the Galloping Goose and E&N corridors. Small, recurring encampments have formed where fire departments and bylaw officers regularly check on residents. Other participants from municipalities identified “resident homeless” individuals known to local police and fire services, who often avoid shelters due to safety concerns. While alcohol use is common, drug use is less prevalent. Participants emphasized the importance of addressing homelessness at this more manageable stage, when local staff in some municipalities still know and can support individuals before it escalates to the scale seen in Victoria's downtown core.

In rural and semi-rural areas, many residents live in unpermitted secondary suites or accessory dwellings. Municipal staff from these areas highlighted a moral and regulatory dilemma: enforcing safety and zoning compliance risks displacing tenants, while non-enforcement poses liability concerns. This reflects a broader **tension between maintaining safety standards and preventing further homelessness.**

POTENTIAL CRD ROLES AND ACTIONS

Local government and strategic partners were asked to reflect on three key questions related to the potential roles and actions of the CRD.

1. What is the CRD's role in supporting local government with supportive housing guidelines?
2. What is the CRD's role in monitoring progress on homelessness and housing precarity?
3. What is the CRD's role in coordinating a regional response to homelessness and housing precarity?

The discussions highlighted an urgent need for a more coordinated, transparent, and well-resourced regional approach to addressing homelessness in the region.

Participants expressed concern that the current housing and health service systems are not operating as efficiently or cohesively as needed. A recurring concern was the lack of accountability, with local governments often acting independently rather than as part of a coordinated regional response. **Participants emphasized the importance of a clearly defined mandate that outlines roles and responsibilities across jurisdictions.**

There was strong interest in the CRD taking on a more proactive leadership role, one that not only convenes partners and stakeholders but also removes systemic barriers, enables meaningful action, and fosters ongoing regional alignment. However, it was also noted that the CRD lacks the service authority and resources required to support an enhanced role in advancing collaborative and coordinated homelessness intervention. Several key themes emerged where the CRD could play a meaningful role in supporting a coordinated response. These include data collection and sharing, capacity building for housing and homelessness infrastructure, and fostering alignment across services and levels of government.

Data Collection, Integration, and Transparency

Participants emphasized the need for a more coordinated approach to collecting, using, and sharing data across the region. They highlighted the importance of **leadership in**



developing and overseeing a regional data system - one that reduces duplication, improves transparency, and helps paint a clearer picture of housing need and homelessness across municipalities. It was expressed that this would support more consistent tracking of housing assets, service flows, and progress on homelessness targets, including the implementation of a By-Name List and integration of shelter and Point-in-Time (PiT) count data.

Local government and strategic partners also highlighted the importance of making data accessible to the broader community, including local First Nations and municipalities, while respecting Indigenous data sovereignty and ensuring informed consent. A well-managed data system would support decision-making, enable service coordination, identify priority populations, and strengthen advocacy efforts. Ultimately, **improved data infrastructure would reduce administrative burden, support coordinated access and enhance transparency in housing and homelessness systems.**

Capacity Building – Housing and Infrastructure Development

Participants identified a significant need for regional coordination to help local governments, particularly smaller or rural ones to advance housing development. Many local governments face challenges around internal capacity, land readiness, and connection with development partners. Feedback given noted that the CRD's ownership of the Capital Region Housing Corporation (CRHC) uniquely positions it to lead or support non-profit housing development across the region. Participants identified areas where the CRD could assist such as **offering technical support, facilitating partnerships, and helping make projects viable**, especially where municipalities can offer land but lack development expertise.

There was also support for the CRD to play a coordinating role in advocating for shared housing and sheltering targets across municipalities. Participants emphasized the importance of the CRD guiding municipalities in meeting these targets and ensuring that supportive housing is developed equitably and distributed fairly throughout the region. They highlighted the need for municipalities to be better connected and aligned on housing and sheltering goals, enabling them to act collectively and address the broader regional challenges together.

Capacity Building – Homelessness Serving Sector

The participants highlighted the strain on the homelessness-serving sector and emphasized the need for greater coordination, consistent funding, and workforce support. Organizations are doing critical work under pressure, often without a clear picture of what others in the system are doing or how to align efforts.



The participants saw an **important role for the CRD in helping to coordinate services**, which they noted could include the CRD acting as a liaison between service providers, municipalities, and funders. More integrated work with health and social services, particularly Island Health, was also seen as necessary to build a regional system where housing, health, and other services are better integrated. Participants also identified a need to support workforce development and align standards of practice. Identifying hosting regional trainings and setting up shared administrative functions and other efficiencies as crucial supports. While these suggestions fall outside the CRD's current mandate, participants viewed regional government as one of the few entities positioned to convene and influence cross-sector collaboration. Their feedback underscores both the sector's need for stronger supports and the importance of clearly defining the roles and responsibilities of all organizations involved.


The importance of regional leadership and working together to leverage the knowledge and expertise within the region to the benefit of every municipality was also highlighted by participants. It's necessary because many local governments are unsure how to engage or what role they can play. A coordinated regional response would help **clarify roles and provide direct assistance to local governments in understanding and building local response that is part of a broader regional strategy**.

Regional Alignment

Participants overwhelmingly called for a unified regional strategy that aligns efforts across municipalities, service providers, and levels of government. Many described current efforts as fragmented, with varying goals, policies, and funding applications across jurisdictions. There was strong interest in CRD convening regular meetings to bring partners together, review progress, and ensure a shared understanding of regional goals and priorities. Some suggested annual or bi-annual reviews of guidelines and outcomes to support accountability and course correction.

In building a coordinated regional response to homelessness, participants stressed how political will is key. **Without political buy-in across the region with strong governance structures and shared leadership, progress risks being siloed or stalled completely**. Participants supported a CRD role in creating space for intergovernmental collaboration, integrating planning and policy efforts, and advocating for stronger coordination with provincial ministries, particularly around zoning, service delivery, and funding. While municipalities differ





in capacity, participants suggested that the CRD could help tailor roles based on readiness and resource levels, making involvement in a regional response more accessible.

To empower jurisdictions to respond, local governments also need clear expectations and a clear mandate from the province to act confidently and be able to attract funding. For participants, **the ability to build the political will needed to support a coordinated regional response starts with a shared sense of responsibility and ability to act that comes from a clear provincial mandate.**



Building a Coordinated Regional Response

Across the two streams of engagement, there was a high degree of alignment between themes despite the different perspectives represented. Resoundingly, strategic and local government partners, social services organizations, and non-profit housing providers see a role for the CRD developing and leading a coordinated regional response to homelessness and housing precarity.

Bringing together the themes across all workshops, there are **three main roles where regional leadership is most needed in the development of a coordinated regional response:**

- regional alignment;
- strengthening regional service and housing capacity; and
- developing regional information and data systems.

Each role and the required actions are discussed separately below.

Regional Alignment

As a foundational component of a successful coordinated regional approach, participants talked about the need to harness and build political will and promote accountability among partners wherever possible. A key action required for this to happen is a clear mandate for local governments to respond to issues of homelessness so they can act decisively and attract funding. **Advocating for a clear mandate from the province is a necessary step towards creating regional alignment** because without it, local governments are unable to move forward with confidence.

For participants across the workshops, regional alignment also means that all jurisdictions and potential partners are unified through a **coordinated “whole of region” response that fosters cohesion around a shared purpose and understanding of the interconnected nature of the region.** Achieving regional alignment requires a focus on relationships, building partnerships, and ensuring that the right people are at the table. For participants, it also involves establishing shared goals and priorities and supporting municipalities to meet provincial housing targets and other housing guidelines. In a coordinated and regionally aligned response, there is also an approach to determining where services and housing are located that considers the potential impacts within and between jurisdictions.

Strengthening Regional Housing and Service Capacity

Given the CRD's role in the development and operation of housing through ownership of the CRHC and as the Community Entity for *Reaching Home – Canada's Homelessness Strategy*, the participants view the CRD as being well positioned to lead a coordinated regional response. For participants, having well positioned and aligned organizations with the experience to lead a coordinated regional response, increases the potential for success.

The participants recognize the need for any coordinated regional response to reflect the unique situation in each jurisdiction that takes levels of experience in dealing with complex health and social issues like homelessness and the toxic drug crises into account, as well as existing infrastructure. Participants identified the need to take a broad view of the system of housing and services to understand what currently exists and what can be built on or scaled up through a coordinated regional response.

They also highlighted the need for better coordination in the homelessness serving sector with a focus on **breaking down service silos, identifying and reducing redundancies, and determining if resources are being used most effectively**. Homelessness interventions are guided by programs, policies, and regulations established by provincial and federal governments, with the responsibility falling on communities and the homelessness serving sector to implement them. However, these challenges are too large and complex for non-profit organizations to address alone. To begin dismantling structural barriers, a “whole-of-government” approach is needed. This high level of collaboration is essential to improving conditions and outcomes at the community level.

Enhancing Regional Information and Data Systems

Participants across engagements identified the need for higher level coordination to improve service system navigation that includes the development of some kind of database to ensure there is easily accessible, up-to-date information on services and housing to aid in navigating the interconnected web of resources across the region. Participants noted that such a tool would also be helpful in identifying gaps in service and housing. **Having a more cohesive, navigable system of homelessness services is an important part of establishing a Coordinated Access System** which is as a community-wide system that streamlines the process for people experiencing homelessness to access housing and supports. A strong Coordinated Access System follows the principles of housing first and shares **real-time data** to facilitate the housing process.



The other related action is developing a coordinated regional response to collecting, sharing, and using data. Participants talked about how a coordinated regional 'data' response needs to build regional capacity for collecting, sharing, and using data. Different sources of homelessness data need to be brought together, including the Point in Time Homelessness Count, and there needs to be overarching guidance on what data to collect, how the data fits together, and how it will be used to inform a coordinated regional approach. Once again, participants identified a potential action being the creation of some type of shared database for regional data. For participants, an important part of a regional data strategy is evaluation and the development of program evaluations and related metrics to help demonstrate the efficacy of interventions and the impacts of a coordinated regional approach at different levels. **A data-informed approach is needed to convince funders, government and other strategic partners, and the public of the impact, including potential cost-benefit analyses.**

Table 1. Summary of Main Roles and Associated Actions

Role	Actions
Regional Alignment	<ul style="list-style-type: none"> • Harness and build political will and promote accountability among partners • Advocate for clear mandate for municipalities to act • Create a unified "whole of region" approach that foster cohesion around a shared purpose • Focus on relationships and building partnerships • Establish shared goals and priorities • Support for municipalities to achieve provincial housing targets • Look for opportunities to leverage/pool resources • Use a regional approach for siting resources
Strengthening Regional Service and Housing Capacity	<ul style="list-style-type: none"> • Build a coordinated regional response that reflects the unique situation in each jurisdiction • Leverage successes and what's working regionally • Breakdown service silos, reduce redundancies, and ensure resources are being used most effectively • Build on role as Community Entity for Reaching Home
Enhancing Regional Information and Data Systems	<ul style="list-style-type: none"> • Improve system navigation and support the development of a Coordinated Access System • Develop an accessible, up-to-date database of housing and related services across the region



Role	Actions
	<ul style="list-style-type: none"> • Develop a coordinated regional response to data collection, sharing, and use that includes a shared database • Use a data-informed approach to evaluation to demonstrate impact at different levels



Concluding Comments

The purpose of this engagement process was to collect input from the homelessness serving sector, people with lived and living experience, local governments within the region, and strategic partners on the CRD's potential role in advancing regional supportive housing and sheltering objectives.

Overall, participants underscored the need for a more coordinated, streamlined, and responsive system of housing and services across the region. Advancing this will require a regional approach with collaboration across sectors, communities, and levels of governments. Engagement illuminated opportunities for the CRD to play a role in supporting a coordinated, regional response to homelessness, working with other orders of government to:

- Advocate for a clear Provincial mandate outlining the roles and responsibilities of local governments in addressing homelessness;
- Advance political alignment across local governments, service providers, and other partners through a "whole of region" approach that establishes shared goals and priorities and recognizes the interconnected nature of the region;
- Coordinate across the homelessness serving sector to break down service silos and support a more streamlined, efficient system; and
- Enhance and align regional data systems to support the homelessness serving sector's ability to navigate resources and identify service gaps.

This scoped engagement process is one component of the ongoing work to update the RHAS, which is anticipated to be completed in 2026. The findings outlined in this report are intended to inform how the Strategy responds to the needs of those at risk of or experiencing homelessness, with a focus on outlining the CRD's role in supporting municipal efforts and enhancing coordination across the region. Additional RHAS engagement focused more broadly on regional housing affordability is currently underway and will be summarized in a separate report later this year.



APPENDIX 1

Engagement Overview



Invite List for Workshops with the Homelessness Serving Sector

List of Invited Groups for the Homelessness Serving Sector Engagement

Aboriginal Coalition to End Homelessness Society (ACEH)

Alliance to End Homelessness in the Capital Region (AEHCR)

Anawim Companion Society

AVI Health and Community Services

Beacon Community Services

Beecher Bay (Sc̓'ianew) Nation – Health and Housing

BGC South Vancouver Island

Bridges for Women Society

Burnside Gorge Community Association

Cadboro Bay Residents Association

Capital Region Housing Corporation (CRHC)

Children's Health Foundation of Vancouver Island

City of Victoria

Community Living BC

Connections Place

Cordova Bay Association for Community Affairs

Cornerstone Youth Society

Destination Greater Victoria

Elizabeth Fry Society

Fairfield Community Association

Falaise Community Association

Federation of Community Social Services of BC

Fernwood Neighbourhood Resource Group

First Nations Health Authority

The Foundry Victoria

Goldstream Foodbank

Gordon Head Community Association

Gorge View Society

Greater Victoria Chamber of Commerce

Greater Victoria Housing Society

Greater Victoria Public Library

Habitat for Humanity Victoria

Hulitan Family and Community Services Society

Inter-Cultural Association of Greater Victoria

List of Invited Groups for the Homelessness Serving Sector Engagement

Island Community Mental Health Association
Island Community Services
Island Health
Island Metis Family and Community Services Society
Islanders Working Against Violence
John Howard Society of Victoria
Kosapsum (x̣ẉsepsum) Nation
Langford Residents Association
Laren House Society
Living Edge Community
Lookout Housing and Health Society
M'akola Housing Society
Malahat (MÁLEXEŁ) Nation
Margaret Laurence House | Second Stage Housing for Women
Mental Health Recovery Partners - South Island
Metis Nation of BC
Metis Nation of Greater Victoria
Ministry of Policy Development and Poverty Reduction
Moms Stop the Harm
Mustard Seed Family Centre
Neighbourhood Solidarity with Unhoused Neighbours
Neil Squire Society
North Park Neighbourhood Association
North Quadra Community Association
Oak Bay Business Improvement Association
Oasis Society
Our Place Society
Pacheedaht (paq̣ʔčiidʔaṭx̣) Nation – Health and Housing
Pacific Centre Family Services Association
Pacifica Housing
Pauquachin (BOKEĆEN) Nation – Health and Housing
Peers Victoria Resource Society
Penelekut (Spune\luxutth) Nation – Health and Housing
PHS Community Services Society
Prospect Lake District Community Association



List of Invited Groups for the Homelessness Serving Sector Engagement

QomQem Coastal Connections
Quadra Cedar Hill Community Association
Quadra Village Community Centre
Royal Roads
Saanich Community Association Network
Saanich Neighbourhood Place
Saanich Peninsula Chamber of Commerce
Salt Spring Island Chamber of Commerce
Salt Spring Island Community Services
Salt Spring Island Foundation
Salvation Army ARC
Sidney Business Improvement Area Society
Society of St. Vincent de Paul
SOLID Outreach Society
Songhees Nation – Health and Housing
Sooke Region Chamber of Commerce
Sooke Region Chamber of Commerce
Sooke Shelter Society/Sooke Homelessness Coalition
South Island Prosperity Partnership
Surrounded by Cedar Child and Family Services Society
The Cridge Centre for the Family
The Existence Project
Threshold Housing Society
Thrive Social Services Society
Together Against Poverty Society
Township of Esquimalt
Tsartlip (W̱JŌŁŁP) Nation – Health and Housing
Tsayout (S̱ÁUTW) Nation – Health and Housing
Tseycum (W̱S̱IKEM) Nation – Health and Housing
T'Sou-ke Nation – Health and Housing
Umbrella Society
United Way BC
United Way Southern Vancouver Island
University of Victoria
Veterans House Victoria



List of Invited Groups for the Homelessness Serving Sector Engagement

Victoria Brain Injury Society

Victoria Business Improvement Area (Downtown Victoria Business Association)

Victoria Cool Aid Society

Victoria Disability Resource Centre

Victoria Division of Family Practice

Victoria Downtown Residents Association

Victoria Foundation

Victoria Immigrant and Refugee Society

Victoria Native Friendship Centre

Victoria Rainbow Kitchen Society

Victoria Tenant Action Group

Victoria West Community Association

Victoria Women in Need Community Cooperative (WIN)

Victoria Women's Transition House

Victoria Youth Empowerment Society

Westshore Chamber of Commerce

WorkBC

YM/YWCA of Greater Victoria

Young Parents Support Network



Invite List for Regional Coordination Workshop

List of Invited Groups: Local Government + Strategic Partner Workshop on October 9th, 2025

Aboriginal Coalition to End Homelessness

BC Housing

BOKÉĆEN First Nation

Canadian Alliance to End Homelessness

City of Colwood

City of Langford

City of Victoria

Cool Aid Society

District of Central Saanich

District of Highlands

District of Metchosin

District of North Saanich

District of Oak Bay

District of Saanich

District of Sooke

Housing, Infrastructure and Communities Canada

Ministry of Housing and Municipal Affairs

Ministry of Social Development and Poverty Reduction

Our Place Society

paa?čiid?atx First Nation

Pacifica Housing

PHS Community Services Society

Sc'ianew First Nation

Songhees Nation

Spune'luxutth

SʔÁUTW_ First Nation

Town of Sidney

Town of View Royal

Township of Esquimalt

T'Sou-ke First Nation

Victoria Native Friendship Centre

W̱SÁNEĆ Leadership Council

xwsepsum Nation



Homelessness Serving Sector Workshop Questions

1. What does homelessness look like in your community? Who are the priority populations?
2. What specific actions could the CRD take to improve the situation for people experiencing homelessness or those at risk of homelessness?
3. What are the gaps in services (including sheltering and supportive housing) for people experiencing homelessness in your community/for the people you serve?
4. What are the barriers to accessing sheltering and supportive housing for people experiencing homelessness in your community/for the people you serve?
5. What information or data would best support your organization in informing your work in homelessness services?
6. What would you like the region to look like in ten years in terms of housing affordability and sheltering and supportive housing?

Regional Coordination Workshop Questions

1. In your community, what does homelessness and housing precarity look like?
2. What successes can you highlight in your community?
3. What does a coordinated regional response to housing precarity and homelessness look like?
4. What role do you see for your community/organization in a coordinated regional response?
5. What role should the CRD play in:
 - Supporting local government efforts with supportive housing guidelines.
 - Monitoring progress on homelessness and housing precarity.
 - Coordinating a regional response to homelessness and housing precarity.



APPENDIX 2

Feedback: Priority Populations

1. Youth and seniors

Seniors- fixed incomes not aligned with cost of living

Limited senior as well as youth specific housing

Youth- gaps in support for transition when aging out of care

Youth- experiencing more hidden homelessness

2. Individuals experiencing mental health or substance use challenges

Not enough housing and support options to meet people where they are at in their recovery journey

Greater support options needed for those experiencing domestic abuse and fleeing violence

Deeper measures of trauma-informed care should be taken in approaches to services and housing systems.

There are insufficient support measures and still a significant amount of stigma surrounding both mental health and addiction services

3. People living with disabilities

Need for accessible, medically informed housing for those with high needs and diverse abilities

physical, cognitive, and developmental disabilities, including traumatic brain injuries, autism, and chronic illnesses were identified as needing considerations when planning supportive housing

Discharge from medical facilities occur with no appropriate support in place

4. People experiencing housing or financial instability

More people experiencing homelessness for the first time due to rising costs of living, sudden job losses, and evictions

Increasing amount of community experiencing hidden homelessness; living in vehicles, tents, or the woods, not just in central urban areas like downtown Victoria but across the entire region, including in more rural areas

5. Individuals impacted by institutional gaps and system failures

Individuals exiting jail, foster care, hospitals, or other institutional settings face abrupt transitions with little support

Many experiencing homelessness have become deeply institutionalized and distrustful of systems

6. Men, women, and gender-diverse individuals

There are not enough shelter options for women, gender-diverse individuals, and non-binary people that are informed and address safety concerns that these populations have in accessing shelters

Men, particularly vulnerable young white males, are dying on the streets in increasing numbers but are often overlooked due to service prioritization models

7. Newcomers and immigrants




This population faces challenges with language barriers, documentation issues, and a lack of culturally appropriate services

8. Indigenous Peoples and communities

Indigenous people are overly represented among those experiencing homelessness

More culturally safe and Indigenous-led housing initiatives needed





APPENDIX 3

Feedback: Types of Housing and Approaches Needed

1. Youth Housing

Wrap-around services should be tied to youth housing to prevent chronic adult homelessness

More second stage and transitional units for youth needed

2. Family Housing

Safe and appropriate housing needed specifically for young mothers

Young mothers face barriers to accessing housing due to age requirements on applications, leaving this population vulnerable

More family-specific shelters are needed to prevent separating families

3. People in Recovery and Still Using Substances

Diverse options are needed to support people at various stages of substance use and recovery

Current models often force people to choose between abstinence-based ("dry") and harm-reduction ("wet") environments, with little in between

People going through withdrawal are often banned from "dry sites" which poses health and safety risks

4. Wraparound and Integrated Supports

Successful housing must integrate mental health care, substance use treatment, case management, culturally safe services, life skills training, and other wraparound supports

Longterm solutions must also be imbedded into housing such as clinics, childcare, and access to groceries

5. Need for Diverse and Scaled Options

More specific housing options needed for various populations

Non-profit led housing developments

Low-barrier shelters with fewer restrictions

Smaller scale shelters and homes spread throughout the CRD

6. Alternative Housing Options

Expanding development of tiny home villages with both wet and dry options, and spread throughout the CRD

Converting unused office and commercial spaces into shelters or housing

Support creative low-cost building materials and techniques

Updating bylaws to allow more alternative housing models



A P P E N D I X 4

Feedback: Barriers to Accessing Housing

1. Technology

Lack of access to phones, computers, internet, and digital literacy keeps people from applying for housing or services

Devices are frequently lost or stolen for those without fixed addresses

Digital requirements from provincial and federal systems pose challenges for those with varying digital literacy

2. Applications and Service Navigation

Application forms are complicated, repetitive, and difficult to access, particularly for those with limited literacy, cognitive challenges, or who are navigating trauma

Fixed addresses, ID, transportation, and time are barriers to applying to services and housing

Emphasized need for not-for-profit or outreach workers to help people interpret and navigate these systems

Austerity measures and cutbacks have reduced office hours, staffing levels, and local access points, making systems feel more distant and less responsive

3. Financial Barriers

Provincial disability or income assistance shelter allowance is not enough for current rental prices

Low-income renters, especially first-time renters or youth without references, are routinely denied by landlords

4. Support/Sheltering Challenges

Supportive housing's strict rules can be a challenge to many and limit freedom and personal autonomy

People feel forced into housing that doesn't reflect their cultural or family needs, such as for multigenerational or culturally appropriate spaces

5. Safety and Stigma

Violence, substance use, and a lack of privacy can make shelters inaccessible or traumatic, particularly for seniors, families, and gender-diverse individuals who may not feel safe in gendered spaces

Stigma is attached to supportive housing, which can lead to discrimination when trying to enter market rentals

6. Discrimination and Social Exclusion

Racism, ableism, and anti-homeless sentiment (NIMBYism) were identified as barriers to accessing shelters, and more permanent housing options

Individuals with no fixed address, without ID, or with visible mental health or substance use challenges are often excluded and denied housing and support

 301 – 375 5th Avenue West
Vancouver BC V5Y 1J6
604-687-2281

 100 – 814 Broughton Street
Victoria BC V8W 1E4
250-383-0304

 www.cityspaces.ca

Nareka Jacques

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: March 31, 2026 3:40 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Tue, 03/31/2026 - 3:40pm

Submitted by: Anonymous

Submitted values are:

Subject

No Parking Zone at Brentwood Community Hall

Full Name

Kirsten James

Phone Number

[REDACTED]

Address

1119 Clarke Rd
Brentwood Bay, BC. V8M 1E2

Neighbourhood

Brentwood

Email

[REDACTED]

Message

I was very pleased to see the new no-parking Zone lines painted on Wallace Drive by the Brentwood Community Centre. I am a parent who uses that pathway daily to walk from the Rom Knott playground and library to go shopping at Fairways, the coffee shops, and soon for kindergarten pick up at Brentwood Elementary.

I often feel unsafe coming from the park because of the cars parked there as I need to walk behind the vehicles which are often large trucks sticking into the road putting me into the bike lane, and sometimes even into the road to get around them. If I have my stroller I'm walking behind the cars and in the bike lane.

The vehicles are often stuck out into the bike lane making it very challenging for any passer-by.

It may just be hear-say but in the community Brentwood Facebook group people are saying the painting was done without consultation from the hall and will not be enforced. I believe it should stay enforced.

There is plenty of parking near by, the loss of 5-7 spots to make this section much safer for families in Brentwood has my support.

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Central Saanich Police Board

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Tel: 250.652.4441 | Fax: 250.652.0354

April 2, 2026

Mayor Ryan Windsor
Council of the District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9

Via email to emilie.gorman@csaanich.ca

Dear Mayor Windsor and Members of Council,

On behalf of the Central Saanich Police Board, I am pleased to invite you to attend the upcoming Police Board meeting scheduled for **Thursday, June 11, 2026**.

The Board values the opportunity for open dialogue and continued collaboration with Council and believes that Council's presence at a Police Board meeting supports shared understanding of policing priorities, governance responsibilities, and community safety objectives. Your attendance would be most welcome and appreciated.

Should members of Council wish to attend, the meeting agenda and supporting materials will be provided in advance. A 30-minute meet and greet prior to the opening of the regular meeting will be scheduled, and we would also be pleased to accommodate time for introductions or discussion during the meeting, if appropriate.

Thank you for your continued leadership and partnership in supporting effective policing and community wellbeing in Central Saanich. We hope you will be able to join us on June 11 at 4:00pm in Council Chambers.

Sincerely,

A handwritten signature in black ink, appearing to read "Renee Johansson".

Renee Johansson – Board Chair
Central Saanich Police Board

To Mayor and Council,

Re: Development permit PL0001702, 7054 Brentwood Dr.

April 2nd, 2026

This Writer has deep concerns with the proposal for development of this property.

Firstly, the proposed variances adjacent to my neighbour's residential property, are particularly damaging to the "quiet enjoyment" of their home. These requested variances of # 1a, #4, #5, and #6, would allow this development to build right up to the property line of a residential property, which would deprive these 30 year residents of sunshine from the South, deprive them of privacy over all of their land, and subject them to noise and bright lighting. Clearly, Central Saanich has had the wisdom to require a 7.5 meter setback to separate a commercial development from a residential neighbour. Please do not allow this inconsiderate variance request to happen.

Secondly, the proposed Height variance requested is obviously for a roof top Bar & kitchen & Pool, with seating for 25+ people. This variance will be anything but quiet, and will disturb the neighbouring residences for a city block in all directions. This 4th story is also not allowed on this C6 zoned property. This variance, if allowed, would likely become a loud alcohol fuelled nuisance, such as a Air B+B or VRBO without any supervision provided by the owners. Please do not allow a 4th floor.

Thirdly, the proposed renovation of the Marina, as shown in the last two drawings, depicts another Bar & lounge, & Caretaker accommodation, but fails to show the parking plan for this facility. I note that the parking bylaw calls for one parking stall for each berth of dock space, and there appears to be 16 dock spaces in the existing facility. The existing Marina has been in business for 50 + years, with the parking provided on site . Surely, this applicant should address this issue.

If the Mayor and Council were to reject the variances asked for in this application, then a more reasonable plan could show more parking available in the setback areas, and show a more comprehensive, workable development, that fits the use of this 9200 square foot site, and does not compromise the enjoyment and value of the other neighbouring homes.

Thank you for your consideration,

John Hawkins



7064 Brentwood Dr.



Nareka Jacques

From: Judi Klubi [REDACTED]
Sent: April 6, 2026 3:56 PM
To: Municipal Hall
Subject: Development at 7054 Brentwood Drive

Follow Up Flag: Follow up
Flag Status: Completed

Dear Mayor Windsor and Council,

We write to you to express our concern over a development proposal at 7054 Brentwood Drive to build five suites designated as 'Travel Accommodation'. When this proposal came to light in 2024, we attended an information session outlining plans for the property. The plans we were shown were very comprehensive and designed to maximize the square footage of the building being proposed. As outlined, rezoning and multiple variances will be required. The developer seemed to indicate that they would be asking for variances and setbacks in keeping with a single family home in spite of the proposed five unit commercial building they envision. One has to ask why we even have bylaws in Central Saanich at all if variances of such impact are going to be considered and granted. If this development is approved as planned, traffic and parking issues will be an ongoing problems for everyone in the neighbourhood. The developers of said property indicate they plan to provide the absolute minimum number of stalls as required by the municipality. It will definitely not be enough for the proposed development. Parking and driving on Brentwood Drive is already fraught. The property at 7054 Brentwood Drive is at the end of a sharp S curve which cars and buses careen around at speeds well in excess of posted speed limits. More cars will mean more traffic and hazards to everyone who lives, drives and walks along Brentwood Drive.

One has to think that these plans came to fruition before the provincial legislation concerning short term rentals. There appears to be no provision in these plans to have an owner/occupier on site as required by the Government of BC. Who will be on hand to take care of guests and monitor behaviour and noise? This will ultimately become a problem for all of us in the vicinity. It would be foolish to assume that temporary guests will be as respectful to the surrounding community as are residents. We can give you examples. For the last couple of years the old cannery building on the shore of the property (Rhode's Marina) has been operated as an Airbnb. The dock from the marina runs directly in front of our home and we have had a front row seat to loud parties, people urinating off the dock and, recently, a bachelorette party complete with a male stripper. Although we were tempted to call the police at the time, we believed these 'adventures' to be an occasional occurrence and resolved to just wait for the party to end. A new three story building with five additional short term rental suites will only compound these types of problem and result in ongoing noise complaints and frustration. The plans for a swimming pool and bar on top of this building (essentially creating an open fourth floor) will only exacerbate the noise problems. There appears to be no consideration given for the year round residents who live in this quiet community.

In the presentation we were told that guests of the new property would have access to the dock. Please be aware that the cannery building and its deck are in terrible shape. The building floods during King tides and many of the pilings underneath are leaning, unattached to the building or have fallen into the silt. If access to the dock are (as we were told) part of renting a suite, major repair work should be undertaken to ensure safety. We have heard there are additional plans to further develop this part of the property but, at present, are unaware of the scope of these plans. It should be noted that the building and deck run directly over the strip of land designated as Brooks Park. Developing a property over a designated park seems to be a step too far.

As you are aware, there is already a hotel on Brentwood Drive that serves visitors to the area. There are also a number of Airbnb units in the area that are in family homes. A small boutique hotel, with management on site, would be preferable to everyone in the neighbourhood. Of course the owners are within their rights to develop the site. A small condominium complex similar to the one next to the Brentwood Inn could provide housing for several long term

residents of Brentwood Bay. As recently legislated by the British Columbia government, this is the type of housing that should be built. This quiet, residential community does not need or want a purpose built Airbnb style building and the disruption it will bring to all of us.

Sincerely,

Judi and Stephen Klubi
7068 Brentwood Drive

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Nareka Jacques

From: Cindy PCPC <[REDACTED]>
Sent: April 7, 2026 9:59 AM
To: Municipal Hall; Municipal Hall
Subject: Letter to Mayor & Council

Follow Up Flag: Follow up
Flag Status: Completed

Dear Mayor and Council,

April 7th, 2026

For the past three years, PCPC has worked collaboratively with the Central Saanich Parks Department to arrange reserved court space for our 235 members throughout the summer months. Typically, we have booked 4-6 hours per day for June, July and August, which afforded outdoor summer recreational play for our 235 members. Central Saanich staff have stated to the council that there have never been any complaints from the public about our summer court reservations.

In May, 2025, PCPC also worked with the local tennis community and Central Saanich to reach agreement on the expansion of court facilities at Centennial Park. On May 26, 2025, Central Saanich council approved the following motion.

That Council direct staff to work collaboratively with representatives from the local pickleball and tennis communities to develop an implementation plan for re-lining Court 1 to accommodate four pickleball courts, and report back to Council with timelines, associated costs to the District if applicable, and any outstanding issues.

PCPC also pledged to donate \$35,000.00 to Central Saanich, which was the estimated cost to convert the existing courts from two to four. In exchange PCPC asked for nothing. We made it very clear that we would not seek to book any additional time when the conversion completed and the number of pickleball courts doubled. Our goal was to see expanded court inventory for everyone to enjoy. Appreciative and grateful for the excellent relationship we “had” with Central Saanich, we just wanted to give back. We spent many hours liaising with tennis, and helping to resolve their concerns so the project could go ahead. We secured a joint pickleball-tennis agreement, and showed council that the two sports were working in harmony allowing the project to move forward. We met with Kyle Motiuk, and we collaborated in every way possible, every step of the way. Which makes the events of the last two weeks particularly troubling.

On Thursday March 19th, 2026 we received an email from Kyle Motiuk advising that our previously approved 4-6 hours per day would not be approved this summer. We were further advised that we would be restricted to the same booking restrictions as an individual person. We were advised that no consideration could be given to the fact that we were booking on behalf of 235 players. The only explanation we were given was that it “was necessary to ensure fair and equitable access to courts for all users”. Which by the way, is exactly what PCPC does by booking efficient organized play while overseeing sportsmanship, etiquette, and safety.

I immediately responded asking for an explanation, a meeting, or at least a phone conversation to better understand this shocking decision. **I received a reply from Kyle saying “I will plan to follow up with you by phone next week, as my schedule allows, so we can talk this through and ensure you have a clear understanding of the rationale and constraints we’re working within”.** (As of the writing of this letter, almost 3 weeks later, I have had no return phone call despite emailing to ask for it.)

On Monday March 22nd, 2026, I received notice that all of our summer 2026 booking requests had been declined and cancelled. At the same time, many other booking requests were approved, and hundreds of summer hours were given away to “individuals”. We scrambled to frantically book whatever two hour blocks we could salvage. But the resulting impact on our club, and the summer recreational play of our members, has been devastating.

We reached out to the District CAO Christine Culham. I received an email stating **“I understand that staff have been in communication with you and had committed to following up directly. That conversation remains the appropriate next step to ensure you have a clear understanding of the District’s approach and the options available within the current system as required”**.

We also reached out to council, and were told that based on communication with your Chief Administrative Officer, this council person was “assured that dialog is ongoing.” And that our best suggestion was “to approach the conversation with staff as an opportunity to understand any past challenges and concerns and work together to find a solution.”

Notwithstanding those assurances from your Parks Manager, the CAO and council, three weeks later, we have had no dialog whatsoever. We have repeatedly approached staff to have a conversation but have not had any verbal contact from the staff, dialogue, or verbal communication. Meanwhile, all of our previously requested reservations were cancelled and many given away to other users. Our entire spring / summer play plans were washed away, and our growing, thriving, community club of three years is now on life support this summer.

We are concerned about this decision, but we are more concerned about whether this incident will be the format for all our communications going forward. We have had no interaction with staff about the development of the new courts, we have no idea how they will be managed going forward, and we are concerned that we may somehow have lost our ability to cooperate with Central Saanich on behalf of our members. We were ready to continue our collaboration including a significant financial contribution, and now we feel that we are no longer recognized or respected partners.

We are a primary user group who has gone above and above to collaborate with Central Saanich staff and council. We have always displayed exemplary gratitude, stewardship, and respectful dialogue. A significant percentage of our members are tax payers in Central Saanich. PCPC represents each of them. We are the **only** Pickleball Association on the Saanich Peninsula, representing 235 local players (restricted from growth only by a lack of court inventory) and our club has played only in Central Saanich for the past 4 summers. Being arbitrarily restricted to the identical booking policies as a single individual without warning, consultation, discussion, or any reasonable explanation – feels punitive, prejudicial, and blatantly unfair.

I am writing to ask council to intercede with the staff on our behalf. We ask simply asking for the communication with the staff that we have been repeatedly promised, and a respectful collaborative approach moving forward.

Sincerely,
Cindy Barton

Cindy Barton
Peninsula Community Pickleball Club
President



<https://communitypickleballclub.org/>



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Nareka Jacques

From: Municipal Hall
To: Pamela Martin
Subject: RE: Unanswered Emails & Cancelled Play

From: Christine Culham <Christine.Culham@csaanich.ca>
Sent: Friday, March 27, 2026 8:28 AM
To: Cindy PCPC [REDACTED]
Cc: Dale Puskas <Dale.Puskas@csaanich.ca>; Kyle Motiuk <kyle.motiuk@csaanich.ca>; Jarret Matanowitsch <Jarret.Matanowitsch@csaanich.ca>
Subject: Re: Unanswered Emails & Cancelled Play

Hi Cindy,

Thank you for your correspondence regarding the Peninsula Community Pickleball Club's request for administrative review.

I have reviewed the information provided, along with the District's current policies, procedures, and established practices related to park bookings and facility access.

The District operates outdoor courts as shared public assets, with time-limited bookings and staff-administered permits intended to support equitable access for the broader community. Based on this review, staff actions to date have been consistent with the District's current framework, including the Fees and Charges Bylaw, Park Booking Terms and Regulations, and established administrative procedures.

You also raised questions regarding regional practices. A review of comparable municipalities, including North Saanich, Sidney, Sooke, Colwood, Oak Bay, and Esquimalt, indicates that outdoor courts are consistently managed as shared public amenities. Access is either open or time-limited, and ongoing block booking allocations for adult recreational clubs are not standard practice.

Within the District's framework, priority is given to youth non-profit recreation. This includes no-cost access and the established practice of block scheduling for youth field sports such as soccer, baseball, and softball. While this practice has been consistently applied, it is not currently clearly articulated on the District's website. We will be updating our public information to ensure this is more transparent.

The District has also taken steps to respond to growing demand for pickleball. This includes the planned 2026 conversion of tennis courts to pickleball use at Centennial Park, increasing overall capacity. In addition, the District has made a significant investment in the development of the multi-sport box, including provision of land and the fieldhouse, securing grant funding, and establishing a service delivery partnership with the Capital Regional District.

For groups seeking structured or recurring bookings, the Capital Regional District (CRD) provides this type of allocation through its recreation services, including Panorama Recreation and the multi-sport

box, which is under CRD care and control. These facilities operate under a different service model, with formal intake processes, allocation frameworks, and requirements for organized group use.

While the District recognizes the role that organized groups play in supporting community recreation, as mentioned, the current municipal service model does not include recurring or extended block booking allocations for adult recreational clubs.

I understand that staff have been in communication with you and had committed to following up directly. That conversation remains the appropriate next step to ensure you have a clear understanding of the District's approach and the options available within the current system as required.

The District has provided significant support to the pickleball community and has been responsive to increasing demand, including through the development of the shared multi-sport box and the expansion of dedicated pickleball courts.

The District will continue to work with the Capital Regional District, the Town of Sidney, and the District of North Saanich to explore opportunities identified in the Peninsula Recreation Facilities Needs Assessment (2025), including consideration of sub-regional consistency, cross-jurisdictional access, and overall system coordination.

Thank you for taking the time to raise your concerns.

Sincerely,
Christine Culham
Chief Administrative Officer
District of Central Saanich

Sent from my iPhone

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Pamela Martin

From: Cindy - PCPC <[REDACTED]>
Sent: March 22, 2026 10:05 AM
To: christine.culham@csaanich.ca
Subject: Urgent: Formal Appeal for Review

You don't often get email from [REDACTED] [Learn why this is important](#)

To: Chief Administrative Officer, District of Central Saanich

Subject: Formal Request for Administrative Review: Court Allocation Policy for the Peninsula Community Pickleball Club

Dear Christine Culham,

I am writing to you on behalf of the Peninsula Community Pickleball Club (PCPC), representing 235 active residents on the Saanich Peninsula to request your urgent intervention regarding a recent Parks and Recreation department decision.

Effective this summer, the District has moved to restrict our pickleball court bookings from 4 hours per day to just two hours. The rationale provided is an effort to "align" our organization with the "single person use" policy.

We believe this is a significant administrative oversight that results in a profound injustice to a major segment of your tax-paying constituency. Categorizing a structured association of over 200 people as a "single person" is not only logically inconsistent but also contradicts the "fair and equitable" standards practised by our regional peers.

Our request for your intercession is based on three critical points:

1. **Administrative Inconsistency:** Neighbouring authorities, most notably Panorama Recreation, maintain policies that specifically provide for larger block bookings for high-volume user groups. Central Saanich is currently an outlier in failing to recognize organized sport associations as distinct from individual casual users.
2. **Inequitable Treatment:** Established sports in our District—such as lacrosse, softball, and lawn bowling—rightfully enjoy block booking privileges to facilitate league play. As the Peninsula's only official public pickleball association, we are seeking parity, not preference.
3. **Community Impact:** This 50% reduction in access effectively displaces 235 residents from their primary source of physical and social wellness.
4. **Lack of Fairness:** This policy is being implemented without warning, and will devastate the future of our club as well as the lives of 235 people. We have been transparently enjoying 4+ hours of advanced booked court time at Centennial Park court #1 for 3 full years and had no advance notice of this change. We have now missed out on deadlines to apply for court time in alternate locations.

While we have submitted a revised booking request to Kyle to show our willingness to comply with current directives in the short term, we do so under formal protest. We are asking you to intercede to rectify this policy application before the summer season begins, ensuring that organized community sport is supported rather than hindered by municipal definitions.

To bring context to this request, I will forward to you under separate cover, the notice we received regarding this on Friday.

We would welcome the opportunity to meet with you briefly to discuss how a more nuanced "Large User Group" designation could satisfy the District's goals while preserving the viability of our club.

Sincerely,

Cindy Barton
Peninsula Community Pickleball Club
President



<https://communitypickleballclub.org/>



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Nareka Jacques

From: Glenda Kohse [REDACTED]
Sent: April 7, 2026 12:02 PM
To: Municipal Hall
Subject: Brentwood Bay Festival & Parade - Saturday, June 6, 2026
Importance: High

You don't often get email from [REDACTED]. [Learn why this is important](#)

April 7, 2026

Mayor Ryan Windsor & Council
District of Central Saanich
Via email

Dear Mayor Windsor & Council,

RE: Brentwood Bay Festival, Saturday, June 6, 2026

We would be honoured if you and council members would be able to join the other distinguished guests in the parade and opening ceremonies of the Brentwood Bay Festival this year.

The parade is staged at Bayside Middle School and will run down Wallace Dr. to West Saanich Rd., and then up West Saanich Rd. just past the roundabout. We anticipate that it will run from 10:00 am to approximately 10:45 am.

Cars will be provided for you to travel the parade route if required, but please contact our organizers to confirm that one will be available for you. If you have a banner with your name on it that could be placed over the back of the car, you are welcome to bring it along. Please present yourself at the staging area no later than 9:30am.

A parade form can be found on our website [Brentwood Bay Festival](#) for those who wish to participate.


Following the parade, the opening ceremonies will take place at approximately 11:00 am in HEL,HILEØ. We will require your presence on the stage for about 15 minutes, and you may make a short speech if you wish.

Thank you in advance for agreeing to participate in this year's Festival. Please have your office confirm your presence by May 15, 2026.

See you on Saturday, June 6th!

Sincerely,

Glenda Kohse, Director
Brentwood Bay Community Association



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Nareka Jacques

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: April 7, 2026 4:19 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Tue, 04/07/2026 - 4:19pm

Submitted by: Anonymous

Submitted values are:

Subject

Brentwood Community Hall Parking Along Wallace Drive

Full Name

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED]

Email

[REDACTED]

Message

To Mayory & Council,

I am writing as both a Brentwood Bay resident who lives near and walks past the Brentwood Community Hall regularly and as someone who has taught classes there multiple times a week for more than 20 years.

I understand you're developing a plan to improve pedestrian and cyclist safety in the area and are considering removing parking along Wallace Drive in front of the hall. While I support safer streets, reducing parking in such a busy, activity-dense area without adding nearby alternatives will create other problems. Drivers will instead park in surrounding neighbourhoods and commercial lots, affecting residents and local businesses.

The Brentwood Hall serves many user groups, alongside Rom Knott Park, the library, and the senior centre—all of which host activities throughout the week. When several venues are in use at once, which often happens, parking is already scarce. For example, last Thursday evening there were dog classes in the lower hall, karate and badminton upstairs, baseball at Rom Knott, and programs at the library and senior centre. By 7:20 p.m., my clients couldn't find a parking spot, and this situation repeats regularly

on weeknights.

In a growing community like ours, parking demand will only increase. Instead of removing spaces, I suggest several improvements that would immediately enhance walkability and safety:

- 1) Add a sidewalk or chip trail along Wallace Drive where the grass currently sits in front of the ball diamonds. The area becomes muddy and impassable in winter and spring. A paved or chip path between the cement barriers and the chain-link fence would give pedestrians a safe route between Rom Knott and Sluggett, avoiding the bike lane and parked vehicles.
- 2) Install pedestrian-controlled lights at the Sluggett Road crosswalk to make crossings safer.
- 3) Add another pedestrian controlled crosswalk (or move the existing one that's close to Fairway's) to the exit of Rom Knott Park, where the sidewalk emerges between Brentwood Hall and the baseball diamond.
- 4) Create another sidewalk or chip trail on the west side of the baseball diamond, between the hedge and the fence. This area also becomes boggy and underused in wet seasons.

On a positive note, I appreciate how the new bike lane has improved walking past the hall. With vehicles kept out of the lane, pedestrians and cyclists have space to move safely past the parked vehicles which is what everyone wants.

Thank you for pausing this project to explore alternatives and for involving the Brentwood Hall in your discussions. I appreciate your attention to community input and would be happy to discuss these ideas further.

Please note: I do not wish for my name and address to be published in the council minutes.

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Reference: 419708

April 7, 2026

Their Worship Mayor Ryan Windsor
and Councillors
District of Central Saanich
1903 Mount Newton Cross Road
Saanichton BC V8M 2A9

Sent via Email: ryan.windsor@csaanich.ca

Dear Mayor Windsor and Council:

Thank you for your letter of February 17, 2026, regarding your concerns around vessel stays and mooring practices in Tod Inlet.

Under the *Park Act*, BC Parks' enforcement authority with respect to vessels is limited to situations in which boats are overstaying the maximum allowable 14-day visitor use period within a calendar year inside a provincial park. BC Parks conducts patrols to monitor vessel length of stay and initiates enforcement action against vessels documented to have exceeded this limit. The *Park Act* also prohibits the unauthorized placement of structures and the storage of personal property within a provincial park. As such, the installation or use of a private mooring buoy without authorization constitutes a contravention of the Act.

Where concerns extend beyond this scope and involve navigation safety, marine pollution, or environmental protection, jurisdiction rests with the federal government through legislation including the *Canada Shipping Act, 2001*. The Canadian Coast Guard, under Fisheries and Oceans Canada, and Transport Canada are the lead federal agencies with primary responsibility for derelict vessels in navigable waters under the *Wrecked, Abandoned or Hazardous Vessels Act* and the *Canadian Navigable Waters Act*. BC Parks participates in inter-agency coordination with these federal partners to address vessels of concern located within park boundaries, in alignment with each agency's respective mandate.

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While compliance efforts within Tod Inlet over the summer were successful, ongoing monitoring and enforcement remain necessary to sustain compliance and are prioritized as resources allow. In recent weeks, BC Parks has initiated enforcement action related to vessel overstays and an unauthorized mooring placement within the park. We have also engaged with Transport Canada and the RCMP to address broader compliance concerns in Tod Inlet, including abandoned and derelict vessels. Through these coordinated efforts, the majority of identified issues have been resolved, and we are actively working through the required processes to address the remaining few.

Thank you again for your advocacy and for your continued interest in the protection of Tod Inlet. Please be assured that environmental stewardship of provincial parks remains a priority.

Sincerely,

A handwritten signature in black ink, appearing to read "Tamara Davidson". The signature is fluid and cursive, with the first name "Tamara" written in a larger, more prominent script than the last name "Davidson".

Tamara Davidson
Minister of Environment and Parks

cc: Honourable Lana Popham, MLA, Saanich South
Nareka Jacques, Administrative Coordinator, Corporate Services, District of Central Saanich

RE - 7054 BRENTWOOD DRIVE DEVELOPMENT PERMIT

Dear Mayor Windsor and Councillors

I am Ian Hadfield. My wife and I have resided at 7050 BRENTWOOD DRIVE for 20 years. We are adjacent to the proposal on the south side. We have so enjoyed the general tranquility and calm of this beautiful residential area in Brentwood Bay.

We do have significant concerns and some objections regarding this application:

- 1) The building is massive requiring substantial variances on all 4 sides and a significant height variance (3.362m). In effect, as proposed, it is 4 stories with the Rooftop Deck entertainment area. 7 variances in total are needed. Privacy will be a concern. It is just too large and imposing to fit into this residential neighbourhood. The building will overshadow the neighbouring homes.
- 2) Noise from the top deck will potentially be a problem for us and other nearby residents. Presently we contend with, at times, very loud speech, parties and music from the "Clubhouse Deck". On occasion, we have found it necessary to intervene. The proposed 4th Level Roof Top area, is noted to include a Pool, Hot Tub, Outdoor Kitchen, BBQ Area, 5 Bar Stools, Fire Pit with sofas, additional lounge chairs, a dining table for 10 and a Powder Room. In short, this Roof Top area will be disruptive and problematic as a source of excessive noise. The Clubhouse and decks at the marina could accommodate most of the above. Children in water, hot tubs and sound systems can all be very loud. It is noted that Jacuzzi type tubs are planned for the 1st and 2nd Floor patios and balconies as well. The total building occupancy with 7 Bedrooms, and 5 Hide-A-Beds could be as many as 24. Our bedrooms are all on the North side of our home in close proximity to this proposed building. At present most noise comes from the marina building and decks which will still be used. Please note that the stairway entry and exit from rooms and rooftop is on the South side as well as the only walkway access to the Marina and Clubhouse building. The Mechanical room is on this side as well. Heat pumps can definitely generate noise.
- 3) Parking with 6 stalls will be grossly inadequate. Where is parking for visitors of those staying in the building? There is no street parking in this section of Brentwood Drive.

The Applicant/Owner states that the marina will not have moorage for boats other than those arriving and staying in the hotel. At present there are 10 boats in the marina with moorage arrangements and parking. Will there never be transient, monthly or annual moorage available in the future as the revenue and demand now must be significant? Would there be a marina parking requirement if it were to reopen? How would this use of the marina be enforced?

Thank you for your consideration of these concerns,

Sincerely,

IAN AND BRENDA HADFIELD

7050 BRENTWOOD DRIVE V8M 1B4

