THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Regular Council Meeting

AGENDA

Monday, April 27, 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 W̱JOŁEŁP (Tsartlip) and S̱TÁUTW̱ (Tsawout) First Nations.

3. **APPROVAL OF AGENDA**

   3.1 Agenda of the April 27, 2026 Regular Council Meeting

   Recommendation:

   That the agenda of the April 27, 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.*

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*
  - *(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.*

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

5. CONSENT AGENDA

5.1 Corr CRD re Municipal Consent for Bylaw No 4761 - April 9, 2026 11

Correspondence from the Capital Regional District (CRD) requesting Council's consideration of Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026".

Recommendation:

That Council consent to the CRD adopting Bylaw No. 4761 "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026".

5.2 2026 Parcel Tax Roll Bylaw 127

Report from the Director of Financial Services/Chief Financial Officer.

Recommendation:

That Bylaw No. 2264 be adopted.

5.3 Fire Services Operational Bylaw, Amendment Bylaw No. 1, 2259, 2026 133

Report from the Fire Chief.

Recommendation:

1. *That Fire Services Operational Bylaw Amendment No. 1, 2259, 2026 be introduced and given first reading.*

2. *That Fire Services Operational Bylaw Amendment No. 1, 2259, 2026 be given second and third reading.*

6. ADOPTION OF MINUTES

6.1 Minutes from the April 13, 2026 Regular Council Meeting 137

Recommendation:

That the minutes from the April 13, 2026 Regular Council meeting be adopted as circulated.

6.2 Minutes from the April 16, 2026 Special (Open) Council Meeting 148

Recommendation:

That the minutes from the April 16, 2026 Special (Open) Council meeting be adopted as circulated.

6.3 Minutes from the April 20, 2026 Special (Open) Council Meeting 150

Recommendation:

That the minutes from the April 20, 2026 Special (Open) 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

11.1 Opportunity to be Heard

11.1.1 1255 Marchant Rd. – Development Permit with Variances 154

Report from the Director of Planning and Building Services.

Purpose: Council will be considering a Development Permit with Variances to increase the number of permitted residential buildings from 2 to 4, reduce the additional setback from ALR parcels from 5 m to 1 m, increase the permitted driveway width from 7 m to 13.5 m, and increase the number of permitted driveways from 2 to 3.

Statement: This is an Opportunity to be Heard for a Development Permit with Variances to increase the number of permitted residential buildings from 2 to 4, reduce the additional setback from ALR parcels from 5 m to 1 m, increase the permitted driveway width from 7 m to 13.5 m, and increase the number of permitted driveways from 2 to 3. If you are a property owner affected by the proposal, you are afforded the opportunity to speak regarding the variances for this application.

Recommendation:

That Development Permit with Variances PL001746 for 1255 Marchant Road be authorized for issuance.

12. CORRESPONDENCE (Action Required or Recommended)

13. REPORTS OF COMMITTEES/MAYOR'S REPORT

13.1 COTW (Committee of the Whole)

13.2 All Other Committees of Council

13.3 Council Members Reports - External Bodies

14. STAFF REPORTS

14.1 Notice on Title – 3224 Livesay Road 177

Report from the Director of Planning and Building Services.

Recommendation:

That a Notice pursuant to the authority of Section 57 of the Community Charter be filed in the Land Titles Office against the Title of PARCEL A LOT 13 SECTION 16 RANGE 6E SOUTH SAANICH DISTRICT PLAN VIP1242 EXCEPTPLAN 13208 (DD 140947I) & LOT 17; PID 007-646-399; having a civic address of 3224 LIVESAY RD.

14.2 Climate Adaptation and Disaster Risk Reduction 185

Report from the Fire Chief.

Recommendation:

1. *Endorse the Climate Risk Framework as a corporate framework to inform climate change adaptation, mitigation, preparedness, response, and recovery across the organization, as attached as Appendix A; and*

2. *Adopt the Climate Risk Accountability Policy, directing staff to apply the identified priority climate risks in planning and reporting through the District's Integrated Planning and Reporting (IP&R) framework, as attached as Appendix B.*

14.3 1903 Mt. Newton Cross Rd Redevelopment - Procurement Procedures 240

Report from the Chief Administrative Officer (appendix to follow).

Recommendation:

That staff issue a Request for Proposals in Q2 2026 for the disposition of 1903 Mount Newton Cross Road, and include the following Evaluation Criteria:

a. *Offer on Land, for a total of 50 points*

b. *Design & Concept, for a total of 35 points, as outlined in Table 2*

c. *First Nations, for a total of 10 points, as outlined in Table 3*

d. *Project Delivery & Scheduling, for a total of 5 points*

14.4 Amenity Framework

Report to follow.

14.5 2026 Financial Plan Adoption 248

Report from the Director of Financial Services/Chief Financial Officer.

Recommendation:

1. *That the Central Saanich 2026-2030 Financial Plan as presented in the March 30th staff report and meetings March 30th and April 8th* 2026.
2. *That three-year Capital Plan approval for core replacement programs, as identified in the March 30th staff report.*

15. BYLAWS

15.1 Other than Development Application Bylaws

15.1.1 Five Year Financial Plan Bylaw No. 2265 396

Report from the Director of Financial Services/Chief Financial Officer.

Recommendation:

1. *That Five Year Financial Plan Bylaw No. 2265, 2026 be introduced and given First Reading.*
2. *That Five Year Financial Plan Bylaw No. 2265, 2026 be read a second time.*
3. *That Five Year Financial Plan Bylaw No. 2265, 2026 be read a third time.*

15.1.2 Tax Rates Bylaw No. 2266 2026 401

Report from the Director of Financial Services/Chief Financial Officer.

Recommendation:

1. *That Tax Rates Bylaw No. 2266, 2026 be introduced and given first reading.*
2. *That Tax Rates Bylaw No. 2266, 2026 be read a second time.*
3. *That Tax Rates Bylaw No. 2266, 2026 be read a third time.*

15.1.3 2026 Fees and Charges Bylaw Amendments 405

Report from the Director of Financial Services/Chief Financial Officer.

Recommendation:

1. That Central Saanich Fees and Charges Bylaw 2229 be introduced and read a first time,

2. That Central Saanich Fees and Charges Bylaw 2229 be read a second and third time,

15.1.4 Bylaw Notice Enforcement Bylaw 425

Report from the Director of Planning and Building Services.

Recommendation:

1. *That Bylaw Notice Enforcement Bylaw No. 2242 be introduced and read a first, second and third time.*
2. *That Council adopt Policy No. 05-PLAN, providing framework for the Bylaw Notice dispute process and screening officer expectations.*

15.2 Development Application Bylaws

15.2.1 559 Senanus Drive – Rezoning Text Amendment for Lot Coverage 463

Report from the Director of Planning and Building Services.

Recommendation:

1. *That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be introduced and referred to the Advisory Planning Commission; and*
2. *That following the Advisory Planning Commission staff provide notification for first reading of Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive).*

15.2.2 1903 Mt. Newton Cross Road – OCP And Zoning Bylaw Amendment

Deferred from the March 23, 2026 and April 13 2026 RCM (**Report**).

Recommendation:

MOVED AND SECONDED (on March 23, 2026)

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

16. UNFINISHED BUSINESS

16.1 Follow Up: Notice of Motion Submitted by Councillors Paltiel and Newton 474

Following approval of the Notice of Motion from the **December 15, 2025 RCM.**

Recommendation:

That the draft letter be endorsement, and that the letter be shared with the Union of BC Municipalities (UBCM) and other local governments for potential regional or provincial advocacy coordination.

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

Notice of motion regarding support of a food hub.

Introduced at the April 13, 2026 RCM.

Recommendation:

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.

17. NEW BUSINESS (Including Motions and Resolutions)

17.1 Notice of Motion Submitted by Councillor Paltiel - March 31, 2026

Notice of motion regarding a computer upcycling program.

For introduction.

WHEREAS the District of Central Saanich operates on a regular technology refresh cycle that requires the rotation of computer hardware prior to the end of those items' full useful lives, and that equipment rotated out of active municipal use may, in many cases, remain in serviceable and functional condition;

AND WHEREAS School District 63 (Saanich) and the W̱SÁNEĆ School Board are facing well-documented budgetary pressures that are directly impacting technology and IT programs within local schools, at a time when access to computers and digital tools is essential to preparing students with the skills required to participate in an increasingly competitive and global workforce;

AND WHEREAS any donation of municipal computer equipment under such a program would be conditional upon the District having fully concluded its operational need for the items, all data having been securely wiped in accordance with applicable standards, and the equipment having been assessed as safe and still generally functional and of practical use to the receiving institution;

THEREFORE BE IT RESOLVED:

1. That staff be directed to initiate formal conversations with School District 63 (Saanich) and the WSANEC School Board to determine the feasibility and interest in receiving lightly-used, surplus municipal computer equipment, and to report back to Council on uptake, logistical considerations, and any operational implications of such a program;

2. That, in the event that School District 63 and/or the WSANEC School Board express interest and a feasible program framework is identified, the District of Central Saanich write formally to the Town of Sidney and the District of North Saanich inviting each Council to consider implementing a similar program within their own municipalities.

17.2 May Meeting Calendar 476

For information.

18. CORRESPONDENCE (Receive for General Information)

18.1 Corr Trelford, R re Legion Centennial Hangar Dinner + Dance - April 12, 2026 477

For information.

18.2 City of Langford - Permanent Daylight-Saving Time and Impacts on Safe Routes to School - April 13, 2026 481
For information.

18.3 Corr Hall, S re Development on Hovey Road - April 13, 2026 486
For information.

18.4 Corr Morgan, L re Traffic Calming Request on Verling Avenue - April 14, 2026 488
For information.

Staff Note: Correspondence has been referred to the Traffic Safety Committee.

18.5 Corr Wall, B re 6922 Saanich Cross Road - April 15, 2026 489
For information.

18.6 Corr Wall, R re 6922 Saanich Cross Road - April 15, 2026 490
For information.

18.7 Corr Litster, E re Opposition to Proposed Development at Municipal Site - April 16, 2026 491
For information.

18.8 Corr Schaftlein, D re Opposition to Development at 1903 Mt Newton Cross Road - April 16, 2026 493
For information.

18.9 Corr Beaton, G re Opposition to Development - April 17, 2026 494
For information.

18.10 VFCYJC re Letter to Central Saanich Police Board - April 17, 2026 495
For information.

18.11 Corr Ireland Farms re Water Management of Maber Flats - April 20, 2026 496
For information.

18.12 Corr McMenamie, L re Opportunity to be Heard - April 20, 2026 498
For information.

18.13 Corr VanDyke, P re Proposed District Spending - April 20, 2026 501
For information.

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.*

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*
  - *(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.*

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

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Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

T: 250.360.3129
F: 250.360.3130
www.crd.bc.ca

April 9, 2026

File: 3900-30

District of Central Saanich Mayor and Council
Attention: Emilie Gorman, Corporate Officer
1903 Mount Newton Cross Rd
Saanichton, BC V8M 2A9
Via email: *emilie.gorman@csaanich.ca*

Dear Emilie Gorman::

RE: MUNICIPAL CONSENT FOR BYLAW NO. 4761 SAANICH PENINSULA RECREATION SERVICES (DCS RECREATION FACILITY) LOAN AUTHORIZATION BYLAW NO. 1, 2026

On April 8, 2026, the Capital Regional District (CRD) Board gave three readings to Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026".

The Capital Regional District is seeking municipal consent for Bylaw No. 4761. The purpose of the bylaw is to authorize the borrowing of up to $14,200,000 for construction of a recreation facility in the District of Central Saanich and all such rights or authorities as may be required to complete the Project. As further background information, please find attached the proposed bylaw and staff reports.

Formal consent to the loan authorization bylaw is required from all of the participants in the service which include the District of North Saanich, District of Central Saanich, and Town of Sidney. In addition to municipal Council consent, the bylaws will be forwarded to the Inspector of Municipalities for approval before returning to the CRD Board for adoption.

Please have your Council consider the bylaw at an upcoming meeting and return a response to us no later than May 15, 2026. Your Council resolution may be worded as follows:

> **That Council [consent/not consent] to the CRD adopting Bylaw No. 4761 "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026".**

If you have questions or would like to request a presentation on this bylaw at a Council meeting, please contact Steve Meikle, Senior Manager at smeikle@panoramarec.bc.ca or by telephone at 250.655.2170.

If you have questions about the approval process, please contact Deputy Corporate Officer Marlene Lagoa at mlagoa@crd.bc.ca or by telephone 250.360.3127.

Sincerely,

Kristen Morley, JD
Corporate Officer
General Manager, Corporate Services

Attachments: Bylaw No. 4761
Staff Reports dated March 25, 2026 and Appendices

cc: Ted Robbins, Chief Administrative Officer, CRD

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4761

****

A BYLAW TO AUTHORIZE THE BORROWING OF FOURTEEN MILLION TWO HUNDERED THOUSAND DOLLARS ($14,200,000) FOR THE CONSTRUCTION OF A RECREATION FACILITY IN THE DISTRICT OF CENTRAL SAANICH

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WHEREAS:

A. Under Bylaw No. 3008, "Saanich Peninsula Recreation Services Combination Bylaw No. 1, 2002", the Capital Regional District established a single service for the operation of recreational and related community programs, equipment, and facilities for the municipal participating areas of the District of North Saanich, the Town of Sidney, and the District of Central Saanich;

B. The Board of the Capital Regional District may, by bylaw, borrow money for capital purposes to construct a recreation facility in the District of Central Saanich as included in the service's capital plan;

C. The estimated cost of the works and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Fourteen Million Two Hundred Thousand Dollars ($14,200,000), which is the amount of debt intended to be authorized by this bylaw;

D. Pursuant to Section 346 and 407(3)(c) of the Local Government Act, participating area approval is required for this borrowing and shall be obtained by elector consent is to be obtained on behalf of the municipal participating areas;

E. The approval of the Inspector of Municipalities is required under Section 403 of the Local Government Act; and

F. Financing is proposed to be undertaken by the Municipal Finance Authority of British Columbia pursuant to agreements between it and the Capital Regional District;

NOW THEREFORE the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the planning, study, design and construction of works for Saanich Peninsula DCS Recreation Facility (the "Project"), in connection with the service and to do all things necessary in connection with the Project and without limiting the generality of the foregoing:

    a) to borrow upon the credit of the Capital Regional District a sum not exceeding Fourteen Million Two Hundred Thousand Dollars ($14,200,000); and

    b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the Project.

2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is fifteen (15) years.

3. This Bylaw may be cited as "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026".

READ A FIRST TIME THIS	8th	day of	April	2026
READ A SECOND TIME THIS	8th	day of	April	2026
READ A THIRD TIME THIS	8th	day of	April	2026
PARTICIPATING AREA APPROVAL RECEIVED THIS		day of		202
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS		day of		202
ADOPTED THIS		day of		202

CHAIR

CORPORATE OFFICER

I hereby certify the foregoing to be a true and correct copy of the Bylaw which was given third reading by the Board on the 8 day of April, 2026.
Dated this 9 day of April, 2026.

Deputy Corporate Officer

Making a difference...together

REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MARCH 26, 2026

SUBJECT **Bylaw No. 4761 Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026**

ISSUE SUMMARY

This report brings forward the loan authorization Bylaw No. 4761 for the purpose of financing the construction of the Peninsula Recreation Facility in the District of Central Saanich.

BACKGROUND

On March 11, 2026, the CRD Board approved Bylaw No. 4751, "2026 to 2030 Financial Plan Bylaw, 2026", which sets out capital expenditures for each service, including planned borrowings. As is the case each year following the financial plan approval, staff prepare necessary loan authorization bylaws and security issuing bylaws. The approved financial plan includes borrowing up to $14.2 million for Saanich Peninsula Recreation Services to support construction of the Peninsula Recreation Facility in Central Saanich.

Loan authorization bylaws expire after five years, so bylaws are commonly drafted to cover the five-year financial plan for services requiring borrowing to fund capital. These bylaws specify the maximum borrowing amount, the intended use, and the debt repayment amortization period. Previous loan authorization bylaws pertaining to the Peninsula Recreation Commission include: $2.4M in 2023 for the Heat Recovery System, $2.9M in 2023 for the Multi-Sport Box construction, $1.1M in 2017 for the replacement of the arena floor and $9M in 2007 for the lifestyle pool renovation; all of which were approved via consent of municipal councils on behalf of electors.

The Saanich Peninsula Recreation Services capital plan (the "Capital Plan") includes the construction of the Peninsula Recreation Facility in the District of Central Saanich, which will require borrowing up to $14.2 million from the Municipal Finance Authority of British Columbia (MFABC). Requests for funds to be drawn against the loan authorization bylaw will only be authorized upon Board approval of a subsequent security issuing bylaw.

At the September 18, 2025, regular commission meeting and at the October 2 2025, special commission meeting, staff outlined to the commission all available options to obtain participating area approval, and the different financial implications from different debt terms (15 year vs. 25 years). These reports can be found as Appendices B and C.

The following bylaw is proposed:

Service Area	Action	Purpose	Bylaw
Saanich Peninsula Recreation Services	Loan Authorization Bylaw	To create a loan authorization bylaw to permit long-term borrowing related to the capital plan for this service	No. 4761

ALTERNATIVES

Alternative 1

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", be introduced and read a first, second and third time;
2. That participating area approval for Bylaw No. 4761 be obtained by way of the municipal consent on behalf of electors for Central Saanich, North Saanich, and Sidney and if successful, be referred to the Inspector of Municipalities for approval; and
3. That prior to the Capital Regional District Board adopting Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", the CRD through the Peninsula Recreation Commission enter into a Memorandum of Understanding with the District of Central Saanich (DCS) to establish mutually agreed-upon conditions for the planning, construction and long-term use of the DCS Recreation Facility.

Alternative 2

That the proposed bylaw be referred back to staff for further information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The proposed recreation facility in Central Saanich directly supports the 2022–2026 Panorama Recreation Strategic Plan, which recommends exploring cost-effective opportunities to address identified gaps in Central Saanich. It also responds to findings from the 2019 Central Saanich Recreation Needs Assessment and the 2025 Peninsula Recreation Facility Needs Assessment, which identified a need for additional indoor recreation space, particularly in Brentwood Bay and surrounding communities.

Equity, Diversity and Inclusion

Promoting equity, inclusion and access across all programs and services is a core strategy in the 2022–2026 Panorama Recreation Strategic Plan and in the 2025 Peninsula Recreation Facility Needs Assessment. Geographic equity remains a key concern for residents, particularly those living beyond a 10-minute drive from existing indoor recreation facilities. The proposed facility in Central Saanich addresses this gap by improving access for residents of the southern peninsula communities. This facility is proposed to offer a diverse range of programming—from fitness, weight room and arts to children's programming—ensuring a broad community benefit aligning with Panorama Recreation's commitment to inclusive service delivery.

Legislative & Financial Implications

The proposed loan authorization for up to $14.2 million will support the planned five-year capital plan expenditures commencing in January 2026. The estimated debt servicing costs associate with this borrowing are incorporated in the 2026-2030 Financial Plan Bylaw. Borrowing is intended to facilitate the efficient delivery of the Peninsula Recreation Facility in Central Saanich.

Based on MFABC's current indicative interest rate (4.36% February 25, 2026), the estimated annual debt servicing cost is approximately $1.360 million over a 15-year amortization period, for a total repayment of approximately $20.407 million. The debt servicing costs within the plan are funded by requisition.

Actual borrowing amounts over the five-year period will be determined based on annual cash flow requirements. Table 1 outlines each participating municipality's share of the annual debt servicing costs, along with an estimated annual cost per household based on annual debt servicing cost of $1.360 million over a 15-year Term.

Table 1: Municipal Share of Debt Servicing Costs and Annual Household Cost

Municipality	Average Property Assessment (2025)	Annual Cost per Municipality	Requisition % Share (2025)	Average Annual Cost per Household
Central Saanich	$1,117,547	$528,287	38.8%	$61.66
North Saanich	$1,539,357	$433,228	31.9%	$73.19
Sidney	$917,690	$398,484	29.3%	$47.36
Total Annual Cost		$1,360,000		

Long-term borrowing (i.e., loans with a term of more than five years) requires approval of a loan authorization bylaw, followed by a separate security issuing bylaw, in accordance with the *Local Government Act.*

Prior to adoption, the loan authorization bylaw must receive participating area approval. This approval may be obtained through one of three methods: consent of municipal councils on behalf of electors, an assent vote (referendum), or a sub-regional alternative approval process (AAP) for the entire service area. Consent of municipal councils on behalf of electors is initiated after the bylaw has received third reading by the Board and prior to approval by the Inspector of Municipalities. This approach is recommended, as it is the most efficient and cost-effective method of obtaining approval.

A sub-regional AAP would require approximately 6 months to complete, which does not align with the project schedule and would place the elector response period too close to the general local election. An assent vote or referendum presents similar timing challenges and would likely only be possible if the assent vote was held concurrently with the general local election. While inclusion on the ballot may be possible, it would require coordination with municipal election staff in Central Saanich, North Saanich and Sidney, who would be responsible for the administration of the polling stations and vote tabulation. The recreation service would be responsible for reimbursing all the costs of the assent to vote. Given the timing and resource constraints, neither the AAP nor a referendum is considered feasible. Accordingly, staff recommend proceeding with approval through the consent of municipal councils on behalf of electors.

To optimize interest rates and borrowing timing, temporary borrowing will be pursued following adoption of the loan authorization bylaw. The timing of long-term debt issuance will be aligned with project expenditures and prevailing market conditions. A security issuing bylaw will be brought forward for Board approval prior to issuance of long-term debt, which is anticipated to have a 15-year term.

CONCLUSION

The Board-approved Bylaw No. 4751, "2026 to 2030 Financial Plan Bylaw, 2026", sets out capital expenditure for each service, including planned borrowings. Borrowing for the Saanich Peninsula Recreation Services was identified in the approved financial plan of up to $14.2 million. Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", is being introduced in preparation for future borrowing to enable the construction of the Peninsula Recreation Centre in Central Saanich included in the Service's five-year (2026-2030) capital plan.

RECOMMENDATION

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", be introduced and read a first, second and third time;
2. That participating area approval for Bylaw No. 4761 be obtained by way of the municipal consent on behalf of electors for Central Saanich, North Saanich, and Sidney, and if successful, be referred to the Inspector of Municipalities for approval; and
3. That prior to the Capital Regional District Board adopting Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", the CRD through the Peninsula Recreation Commission enter into a Memorandum of Understanding with the District of Central Saanich to establish mutually agreed-upon conditions for the planning, construction and long-term use of the DCS Recreation Facility.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer
Concurrence:	Steve Meikle, Senior Manager, Panorama Recreation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026"
Appendix B: Staff Report September 18, 2025, "Proposed Recreation Facility in Central Saanich."
Appendix C: Staff Report October 2, 2025, "Peninsula Recreation Facility in Central Saanich For Decision."

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4761

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A BYLAW TO AUTHORIZE THE BORROWING OF FOURTEEN MILLION TWO HUNDERED THOUSAND DOLLARS ($14,200,000) FOR THE CONSTRUCTION OF A RECREATION FACILITY IN THE DISTRICT OF CENTRAL SAANICH

****

WHEREAS:

A. Under Bylaw No. 3008, "Saanich Peninsula Recreation Services Combination Bylaw No. 1, 2002", the Capital Regional District established a single service for the operation of recreational and related community programs, equipment, and facilities for the municipal participating areas of the District of North Saanich, the Town of Sidney, and the District of Central Saanich;

B. The Board of the Capital Regional District may, by bylaw, borrow money for capital purposes to construct a recreation facility in the District of Central Saanich as included in the service's capital plan;

C. The estimated cost of the works and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Fourteen Million Two Hundred Thousand Dollars ($14,200,000), which is the amount of debt intended to be authorized by this bylaw;

D. Pursuant to Section 407(3)(c) of the *Local Government Act*, elector approval is required for this borrowing and pursuant to Section 346, approval shall be obtained by municipal council consent on behalf of the participating areas;

E. The approval of the Inspector of Municipalities is required under Section 403 of the Local Government Act; and

F. Financing is proposed to be undertaken by the Municipal Finance Authority of British Columbia pursuant to agreements between it and the Capital Regional District;

NOW THEREFORE the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the planning, study, design and construction of works for Saanich Peninsula DCS Recreation Facility (the “Project”), in connection with the service and to do all things necessary in connection with the Project and without limiting the generality of the foregoing:

    a) to borrow upon the credit of the Capital Regional District a sum not exceeding Fourteen Million Two Hundred Thousand Dollars ($14,200,000); and

    b) to acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the Project.

2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is fifteen (15) years.

3. This Bylaw may be cited as "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
APPROVED BY MUNICIPAL COUNCIL CONSENT PER S. 346 OF THE *LOCAL GOVERNMENT ACT* THIS	day of	202_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	202_
ADOPTED THIS	day of	202_

_____ _____

CHAIR CORPORATE OFFICER

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REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, SEPTEMBER 18, 2025

SUBJECT **Proposed Peninsula Recreation Facility in Central Saanich**

ISSUE SUMMARY

To provide an analysis of the service delivery plans and budgets associated with the operation of community recreation spaces within the District of Central Saanich (DCS) Municipal Facility Redevelopment project. The proposal to add community recreation space in Central Saanich is aligned with recommendations in the Panorama Recreation Strategic Plan and the recently completed Sub-Regional Facility Needs Assessment.

BACKGROUND

Exploration into expanded recreation services in the southern communities of the peninsula is well established, supported by findings from the 2019 Central Saanich Needs Assessment and the 2022–2026 Panorama Recreation Strategic Plan. For instance, action item A3 of the Strategic Plan states, *"Explore cost-effective opportunities to meet indoor community space needs and identified gaps in Central Saanich. Undertaking this action may require further feasibility analysis and/or partnership discussions."* On November 23, 2023, the Peninsula Recreation Commission (PRC) directed staff to work with consultants to conduct a Sub-Regional Recreation Facility Needs Assessment (FNA) through 2024 and 2025. The FNA was recently completed, with results presented to the PRC at its August 28, 2025 meeting.

In Spring 2024, (DCS) staff initiated discussions with the PRC to consider a potential partnership. These conversations focused on assessing the feasibility of incorporating purpose-built recreation space into the redevelopment plans. At its June 27, 2024 meeting, the PRC rose from a closed session and reported: *"The Peninsula Recreation Commission supports exploring recreation facilities in the District of Central Saanich."* In October 2024, the PRC again rose from a closed meeting to report: *"That staff be directed to continue to explore recreation facilities with the District of Central Saanich as the District develops preliminary concept drawings and completes community engagement as part of the Civic Redevelopment project."* During Winter and Spring 2025, Panorama Recreation staff collaborated with DCS staff and architectural consultants on concept designs for the Civic Redevelopment Project.

PROPOSED PENINSULA RECREATION FACILITY IN CENTRAL SAANICH

Civic Redevelopment – District of Central Saanich

The DCS is currently exploring options for its Municipal Facility Redevelopment Project at two potential locations: the existing site on Mt. Newton X Road and a proposed site on Hovey Road. Only the Hovey Road site can support community recreation space which is further detailed in the: Central Saanich Civic Facility Concept Design Report (Appendix A). In total, 10,000 square feet of ground floor space is under consideration for community recreation, with municipal offices on the second floor and council chambers on the third floor. Parking—underground or surface—will be finalized during detailed design. The recreation area could include five or more rooms, designed for specific services or flexible multipurpose use.

Using current participation data, along with guidance from the 2022–2026 Panorama Recreation Strategic Plan and the FNA, Panorama Recreation staff identified several key programming amenities for the proposed recreation facility. The following recreation spaces were prioritized for inclusion at the Hovey Road site:

- weight room and fitness studio
- pottery/ceramics and other space dedicated to arts programming
- licensed after-school care
- multipurpose/multi-use space for general programming and camps
- reception, office, storage and maintenance/janitorial spaces

The inclusion of community recreation space in the DCS Municipal Facility Redevelopment Project responds to several priorities identified in the FNA. These include a multipurpose facility in Central Saanich, expanded fitness space, co-location of recreation with other community services, improved accessibility, and enhanced social gathering areas. In June and July 2025, the DCS presented three design concepts for community engagement. One concept at the Hovey Road site included recreation space, while the other two—one at Hovey Road and one at Mt. Newton X Road—did not. Community support during engagement was strong for the Hovey Road site containing community recreation space.

Service Delivery Analysis

The proposed facility could serve as a vibrant social hub, fostering community connection through multipurpose spaces and co-location with civic services. By integrating recreation with municipal functions, the project encourages cross-sector engagement and supports the development of inclusive, welcoming spaces for residents of all ages and backgrounds. The new purpose-built facility could allow Panorama Recreation to expand programming currently at capacity, particularly in pottery and fitness. These services, which are limited by space constraints at existing sites, could benefit from spaces that are specifically designed to support these programs.

As Panorama Recreation currently oversees bookings and maintenance for Centennial Park amenities, including the newly opened Multi-Sport Box, co-locating recreation services at Hovey Road could streamline operations and allow for regular on-site supervision by staff, improving efficiency and responsiveness across all adjacent facilities.

Promoting equity, inclusion, and access across all programs and services is a core strategy in the 2022–2026 Panorama Recreation Strategic Plan. Geographic equity remains a key concern for residents, particularly those living beyond a 10-minute drive from existing indoor recreation facilities. The proposed facility would improve access for residents in Brentwood Bay and Keating, who face documented travel barriers to Panorama Recreation Centre. While the Hovey Road site is only about eight minutes away from the Panorama Recreation Centre location, the Hovey Road site offers a shorter travel time from the Brentwood and Keating areas by both transit and personal vehicles thus supporting improved geographic equity in service delivery.

Co-location of Facilities

Including community recreation space within the redeveloped DCS municipal facility offers both economies of scale and strategic advantages compared to building a stand-alone recreation facility. A co-location model takes advantage of existing municipal infrastructure and land, which may result in significant cost and resource efficiencies. These efficiencies include:

- Elimination of land acquisition expenses
- Shared structural components (e.g., roofing and foundation systems)
- Integrated mechanical systems that reduce energy consumption, particularly through improved air handling and ground-floor cooling
- Operational synergies (e.g., security and janitorial services, etc.)

Beyond financial and operational efficiencies, co-location offers community engagement benefits. Residents visiting the municipal facility for civic services may be introduced to recreation programs they were previously unaware of, creating cross-marketing opportunities. The facility's proximity to Centennial Park also enables operational synergies, such as coordinated supervision, maintenance, and programming across multiple sites.

Further optimization of resources is anticipated through the relocation of existing programs currently delivered at the Central Saanich Cultural Centre in Brentwood Bay. Panorama Recreation offers group fitness classes, after-school care and camps at that site, which would be transitioned to the new facility at Hovey Road. This consolidation would eliminate duplication of services, reduce lease and maintenance costs, and improve operational efficiency by centralizing staffing and programming in a purpose-built space with additional resources including reception and supervisory staff. An overview of anticipated annual operating revenues and expenditures associated with the proposed facility is available in Appendix B.

Challenges may also exist in co-locating a community recreation facility within a larger municipal structure. These may include limitations in design flexibility due to shared building constraints, potential scheduling conflicts between civic and recreational uses, and the need for clear delineation of operational responsibilities and cost-sharing agreements between municipal and recreation service providers. Careful planning and collaboration during the detailed design phase will be essential to mitigate these challenges and ensure that the recreation spaces are functional, welcoming, and responsive to community needs.

Project Management and Procurement Plan

For a large-scale capital construction project involving both municipal and regional government agencies, a dual-agency project management approach should balance collaboration with clearly defined responsibilities. One option is to establish a joint governance committee to oversee shared infrastructure, construction coordination, site access, and parking. This would require a formal agreement outlining cost-sharing arrangements, project roles, and decision-making authority. A master schedule, unified communication plan, and joint risk register would help maintain alignment and minimize disruptions throughout the project lifecycle.

Should the PRC provide direction to proceed with a project in the DCS Civic Redevelopment, procurement for this project would be completed in partnership with the DCS. Through an agreed-upon process, Capital Regional District (CRD) staff would provide feedback and direction concerning the design features of the community recreation space while ensuring that the CRD policies and guidelines are adhered to. Given the dual-agency nature of the project, procurement planning will also need to account for shared infrastructure and coordination between municipal and regional components. The recreation component of the construction project would be overseen by the CRD. Further details on roles and responsibilities would be clarified as part of the negotiation process with the DCS and brought back to the PRC for approval.

Other Sub-Regional Opportunities for the Provision of Recreation Space

While alternative options to improve recreation access on the southern peninsula may exist, their feasibility and effectiveness remain uncertain. Further analysis at this stage would risk delaying delivery of a Strategic Plan priority and could compromise PRC's ability to partner on a project already underway, without assurance of a better outcome. High-level analysis and risks of potential alternatives include seeking:

- Rent/lease existing facility spaces - For example, warehouse or industrial buildings in the Keating area may offer sufficient square footage to accommodate recreation uses such as weight rooms. However, finding a space that meets key requirements such as adequate ventilation, natural lighting, and a welcoming atmosphere, may be challenging. Additionally, this option may involve land use complications or building code upgrade requirements, which could make it administratively complex and costly. These may include zoning restrictions, permitting delays, and the need for significant renovations to meet safety and accessibility standards.

- Renovate or add to existing community facilities - Panorama Recreation currently operates programs at the Central Saanich Cultural Centre and the Centennial Park Fieldhouse under lease agreements with the DCS. In their current condition, these facilities do not adequately meet the recreation needs of southern peninsula residents. However, further exploration may be warranted to assess the potential for upgrades or additions. Since both facilities are located on District-owned land, any changes would require additional discussions around ownership, lease terms, and long-term use.

- Acquire land and build a new stand-alone recreation facility - acquiring land in an appropriately zoned area within the DCS is a possible avenue which requires further exploration. Additional factors to consider here may include land acquisition costs, utility servicing costs, parking availability and location relative to residents experiencing distance/travel barriers. This potential is further explored in the Financial Considerations below. It is important to note that staff did not find an appropriately zoned land in the current market, rather, staff are aware of some potential suitable properties.

Financial Considerations

Capital Cost Estimates

Adding recreation space to the Hovey Road site is projected to increase the base building cost by approximately $10.2 million, including design and consultant fees. With a 30% contingency applied by the DCS, the total capital investment is estimated at $13.3 million. An additional $3 million contingency is recommended to address potential parking requirements including the potential for additional costs associated with underground parking. Project management and other fees applicable to the PRC costing are estimated at $1.6 million. Further capital costs of approximately $330,000 will be required for initial equipment purchases to outfit a weight room, fitness studio, pottery studio and multipurpose spaces. The total capital costs associated with this proposal are approximately $18.2 million.

At the base building cost plus contingencies, without factoring the parking contingency, the cost for this facility is $1,330 per square foot. The DCS plans to build the facility to post disaster

construction standards. This generally increases the overall cost per square foot for construction purposes.

The following table compares the costs of the current proposal and a benchmark estimation for land acquisition and building a stand-alone community recreation centre of the same size and with the same service delivery options.

Table 1: Comparison of Costs between Current DCS Proposal and Construction of Stand-alone Recreation Facility

Cost Type	Current Proposal – Shared DCS Recreation Facility	Benchmark Estimate – Stand-alone DCS Recreation Facility
Land Acquisition Costs	$0	$2M (*see Note 1)
Utility Servicing Costs	$0	$0.2M
Parking	$3M (*see Note 2)	$2M (*see Note 3)
Total Building Cost	$13.3M	$11.75M (*see Note 4)
Project Management Fees	$1.6M	$0 (included in total building cost)
Startup Equipment Costs	$0.33M	$0.33M
Total Estimated Capital Cost	$18.23M	$16.28M
Estimated Requisition Impact ($/household/year)	$92.94	$83.00

Table 1 Notes
1. Estimate is based on high-level review of potentially available parcels in the Keating area. Sites are not actively in the market and further investigation to validate estimates would be required.
2. Estimate is based on discussions with DCS staff and the potential for sharing costs of underground parking needed to meet requirements at the Hovey Road site.
3. Estimate based on surface parking with 200 spaces.
4. Estimate based on the average cost per square foot of similar recreation construction projects as outlined in Appendix C: $1,175 per square foot. This average cost per square foot includes design, consultant and project management costs.
5. Annual per household cost of debt servicing calculated bases on a 15-year amortization period at 4.5%. Estimates on requisition impact are for reference only. The actual requisition impact may vary and is dependent of other factors, such as increase in folio numbers in the service area.

Capital Borrowing and Debt Servicing

To finance this capital investment, borrowing will be required. At a 4.5% interest rate over 15 years, debt servicing on a $18.2 million loan would add an annual expense of approximately $1.8 million to Panorama Recreation's operating budget, resulting in a 30.1% increase in requisition in the first-year debt servicing is required. The annual debt servicing will equate to approximately $93 per household per year. A 30-year amortization would reduce the annual debt servicing cost to approximately $1.07 million, increasing the requisition by approximately 20% in the first year of debt servicing. The additional financing costs for debt servicing over 30 years (versus 15 years) equate to $12.2 million or approximately $61 per household annually.

Operating Budget Estimates

Projected revenues for the new facility are estimated at $902,000, with expenses projected at $873,000, resulting in a modest net operating income of $29,000 before debt servicing. The majority of expenses are attributed to staffing, including the addition of approximately 6.5 full-time equivalents positions, such as auxiliary staff, to support operations and lead resident programming.

Revenue projections are based on a 10% increase in admissions and pass sales, and a 15% increase in registered fitness program revenues. These estimates are informed by participation growth trends at the Greenglade Community Centre, current waitlists for fitness programs, and historical increases used in annual budget development. The new facility is expected to attract both existing and new patrons. While some redistribution from Panorama Recreation Centre may help reduce crowding, particularly in the weight room, it will not contribute to new revenue generation.

Efficiencies may be achieved by reallocating existing resources within the Panorama Recreation operating budget. This includes approximately $50,000 in maintenance wages currently allocated to Centennial Park amenities, and $40,000 in lease and operating costs associated with the Central Saanich Cultural Centre. Programs currently delivered at the Brentwood Bay site, such as group fitness, after-school care, and camps, would be consolidated at the new Hovey Road facility, reducing duplication and optimizing resource use. The internal reallocations have not been included in the financial projections presented in this report.

Legal Implications

If capital borrowing were required to fund the CRD's capital costs (be it for a partnership with DCS' Civic Redevelopment or for constructing a stand-alone facility in an alternative location), a loan authorization would need to be adopted. A loan authorization requires participating area approval, which can be done by unanimous consent of the municipal participants; by way of alternative approval process, which requires no more than 10% of electors to not be opposed; or by way of referendum (also called elector assent). If participants approve, the next step is approval from the Inspector of Municipalities. As a restriction on capital borrowing, the borrowing bylaw must set out the amount, the term, and the purpose of the borrowing. It must be tied to CRD ownership or long-term interest in the property being constructed.

Regarding structuring agreements, typically a memorandum of understanding is entered into between the parties to a joint construction project setting out mutual responsibilities and interests, working towards a head-of-terms or functional or design specification for the work. This is then used to determine the project delivery and procurement method, and finally the contribution and decision-making responsibility of each party to the funding agreement. DCS has provided a preliminary term sheet (Appendix D) which will help inform the negotiation process should PRC provide direction to proceed with the project.

Ownership Considerations

Further planning and coordination between agencies are required to clarify facility ownership, define responsibilities, and establish long-term operational arrangements. Several options are being considered that support a collaborative, shared-use model. To borrow for the CRD's

contribution to capital, the CRD must have an ownership interest in the facility. This could be done by way of strata, air space parcel, tenants-in-common, long-term lease, or other methods suitable to secure an ownership right and permit capital borrowing. Should the PRC provide direction to continue with this project, further analysis will be required to determine the most effective path for ownership and financing regulations.

Climate and Environmental Considerations

The CRD has established an internal Green Building Policy that ensures new construction and major renovations are low carbon, use energy and water efficiently, minimize waste and utilize green infrastructure. If the new Panorama Recreation Facility in Central Saanich will be owned by the CRD, it will be required to meet Step 4 of the BC Energy Step Code, including stringent limits on greenhouse gas intensity thermal energy demand intensity and total energy use intensity. The policy also mandates a number of other sustainability requirements, and includes optional pathways for enhanced climate leadership, such as LEED or WELL certifications. Confirmation of specific equipment and building design requirements will be confirmed following confirmation of the preferred ownership model as part of the detailed design process should Commission provide direction to proceed.

NEXT STEPS

Following the discussion of this report, staff will prepare a recommendation for the PRC's consideration, to be presented at a special meeting on October 2, 2025.

Pending approval from the PRC, DCS Council and the CRD Board, detailed design work for the proposed recreation spaces at the Hovey Road site is proposed to begin in late Fall 2025. If supported, the PRC and Panorama Recreation will incorporate estimated costs into an amendment to the CRD's provisional five-year capital budget for Board consideration. Preparation for the approval of borrowing to finance this project will follow in the Fall of 2025. Design development and procurement processes are expected to proceed through Spring/Summer 2026, with construction targeted to begin in Fall 2026.

CONCLUSION

The Peninsula Recreation Commission (PRC) has been exploring expanded recreation services in Central Saanich, supported by recommendations in the 2022 Panorama Recreation Strategic Plan and by the recently completed Sub-Regional Facility Needs Assessment. Staff collaborated with the District of Central Saanich (DCS) to evaluate the feasibility of including recreation space within the proposed Civic Redevelopment Project at the Hovey Road site. The proposed recreation space totals approximately 10,000 square feet with flexible and adaptable space options to meet current and future participation demands in the community. Staff recommend proceeding with detailed design work for the recreation component, contingent on the PRC and the DCS's Council approval. If supported, the project will be incorporated into the Capital Regional District's provisional five-year capital budget, with construction targeted to begin in Fall 2026.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Steve Meikle, M.A., Senior Manager, Panorama Recreation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Central Saanich Civic Facility Concept Design Report (June 27, 2025)
Appendix B: Operating Budget Summary for District of Central Saanich Municipal Facility Community Recreation Spaces (September 2025)
Appendix C: Comparable Recreation Construction Projects in BC since 2022 (September 2025)
Appendix D: Draft Term Sheet from District of Central Saanich (September 2025)

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REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, OCTOBER 2, 2025

SUBJECT **Peninsula Recreation Facility in Central Saanich – For Decision**

ISSUE SUMMARY

To provide the Peninsula Recreation Commission (PRC)Commission with an options analysis of proposed funding and approaches to proceed with the development of an agreement to construct and operate a recreation facility in Central Saanich.

BACKGROUND

Both 2022–2026 Panorama Recreation Strategic Plan and the 2025 Sub-regional Facility Needs Assessment (FNA) affirm the need to address geographic inequities in the distribution of recreation services on the peninsula through the development and operation of a recreation facility in Central Saanich. Furthermore, the FNA offered several other recommendations which would be addressed by the development of a new recreation facility in Central Saanich. These include increased weight room and fitness studio spaces, additional social gathering spaces and co-location of recreation facility spaces with other community amenities such as housing, etc. In Spring 2024, District of Central Saanich (DCS) staff-initiated discussions with the PRC to consider a potential partnership with the District to incorporate recreation space into the proposed redevelopment of their municipal facilities. Staff have since been engaged with DCS in the development of conceptual designs for the designated recreation spaces within this municipal facility.

On September 18, 2025, detailed information on this project was presented to the PRC for review (Appendix A). This follow-up report addresses questions posed by the PRC and outlines an approach for advancing the proposed Peninsula Recreation facility in Central Saanich initiative.

PROPOSED PENINSULA RECREATION FACILITY IN CENTRAL SAANICH

As requested at the September 18, 2025, meeting, Table 1 provides an overview of the proposed sizing of spaces within the proposed Peninsula Recreation Facility in Central Saanich in comparison to existing facilities which host similar activities or programming. The notes listed below the table provide an overview of further details regarding the purpose, equipment and structure of the proposed spaces.

Table 1: Proposed Facility Room/Amenity Size with Comparison

		Comparable Facilities	
Room/Amenity	**Est. Size**	**Room/Amenity**	**Size**
Weight Room (*1)	2800 sq ft	Greenglade (GG) Weight Room	1700 sq ft
Fitness Studio (*2)	1500 sq ft	PRC Fitness Studio	1700 sq ft
Pottery/Ceramics (*3)	1500 sq ft	GG Pottery Studio	568 sq ft
Art Studio (*4)	500 sq ft	-	-
Multipurpose (*5)	1250 sq ft	GG Room 6	858 sq ft
Washrooms/changerooms, common areas (*6)	1750 sq ft	PRC Link Changerooms & partial lobby	1300 sq ft
Reception, offices, storage, custodial (*7)	500 sq ft	GG offices, reception, storage	690 sq ft
TOTAL	**10,000 sq ft**		6,816 sq ft

Table 1 Notes:
1. Weight Room: Variety of cardio, free weight and multi-functional machines (e.g. squat rack, Smith machine, cable cross). Lockers/cubbies within.
2. Fitness Studio: Accessible from common areas and weight room, serve as open floor space when programs not in session.
3. Pottery/Ceramics includes hand building, wedging, wheels, sinks, storage, self-contained kiln room and glazing room.
4. Art Studio: Accessible from common areas and pottery/ceramics, can function as expanded pottery space when art programs not in session.
5. Multipurpose: Licensable for 20 children, kitchenette, integrated a/v, room divider, accessible/open from common areas to facilitate gatherings/community living room.
6. Washrooms/changerooms, common areas: Accessible and inclusive with sinks in common area and individual stalls for toileting, showering, changing. Minimum one stall equipped with lift and adult change table.
7. Reception, offices, storage, custodial: General storage included in each room size, one custodial/maintenance room, reception counter, two staff offices.

Updated Capital Costs

At the September 18, 2025 meeting, staff were directed to review the costs estimates in more detail. Table 2 presents a revised cost summary with amended estimates for the parking allocation. After further discussions with DCS staff it has been confirmed that underground parking will no longer be pursued as an option for recreation facility patron usage and thus the cost for the provision of underground parking is not applicable any longer. Furthermore, details of the potential cost sharing model for parking have been addressed and the cost applied to the updated estimates is focused on any additional parking spaces at Centennial Park required to support the overall parking plan for the Hovey Road site.

Table 2: Peninsula Recreation Facility in Central Saanich Capital Updated Cost Summary

Cost Type	Updated Cost Estimates	Initial Costs Estimates (September 18 Staff Report)
Land Acquisition Costs	$0	$0
Utility Servicing Costs	$0	$0
Parking	$0.165M (*1)	$3M (*2)
Total Building Cost	$13.3M	$13.3M
Project Management Fees	$1.4M	$1.6M
Startup Equipment Costs	$0.33M	$0.33M
Total Estimated Capital Cost	**$15.19M**	$18.23M

Table 2 Notes:
1. New as of October 2, 2025, estimate for parking has been revised based on potential cost sharing for any additional parking to be located at Centennial Park, across Wallace Drive from the Hovey Road site and the removal of potential to fund underground parking stalls for PRC.
2. September 18, 2025, Estimate is based on discussions with DCS staff and the potential for sharing costs of underground parking needed to meet parking requirements at the Hovey Road site.

Should staff be directed to proceed with further negotiations for this project, an updated cost estimate would be provided to the Commission at the time an agreement with DCS is brought forward for approval.

Forecasted Operating Budget

At the September 18 meeting, staff were directed to provide projections of operating budgets. Staffing is the primary cost driver, with approximately 6.5 full-time equivalent positions required to support operations and resident programming. Revenue forecasts assume a 10% increase in admissions and pass sales and a 15% rise in registered fitness program revenues, informed by participation growth at the Greenglade Community Centre and current waitlists. Internal reallocations within the Panorama Recreation operating budget—including $50,000 in maintenance wages and $40,000 in lease and operating costs—will further improve efficiencies by consolidating programs currently delivered at other sites. These internal reallocations have been included in Table 3, labelled as the “internal reallocations” row.

Table 3: Proposed Central Saanich Facility Operating Budget Overview 2028-2035

Operating Costs – Central Saanich Recreation Facility								
Component	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**
1. Revenues-Admissions & Passes (*1)	156K	167K	179K	191K	200K	211K	221K	232K
2. Revenues- Program Fees (*2)	746K	798K	854K	913K	960K	1M	1.06M	1.11M
Total Revenues:	***902K***	***965K***	***1.03M***	***1.10M***	***1.16M***	***1.21M***	***1.28M***	***1.34M***
3. Expense-Salaries & Wages (*3)	741K	786K	833K	883K	918K	955K	993K	1.03M
4. Expense-Operating & Custodial Supplies, Utilities (*3)	97K	103K	109K	116K	121K	128K	134K	140K
5. Transfer to Equipment Replacement Fund (ERF) (*4)	35K	37K	39K	41K	43K	45K	47K	49K
6. Transfer to Capital Reserve	375K	375K	375K	375K	375K	375K	375K	375K
7. Transfer to Operating Reserve	10K	10K	10K	11K	11K	11K	12K	12K
Total Expenses:	***1.26M***	***1.31M***	***1.37M***	***1.43M***	***1.47M***	***1.51M***	***1.56M***	***1.61M***
8. Internal Re-Allocations (*5)	-90K	-92K	-94K	-96K	-97K	-99K	-101K	-103K
Total (Net):	**-266K**	**-254K**	**-239K**	**-226K**	**-211K**	**-204K**	**-179K**	**-161K**
9. Debt Servicing Costs 15-year Financing (*6)	1.4M	1.4M	1.4M	1.4M	1.4M	1.4M	1.4M	1.4M
Net with 15-year Debt Servicing Costs	**-1.67M**	**-1.65M**	**-1.64M**	**-1.63M**	**-1.61M**	**-1.60M**	**-1.58M**	**-1.56M**
10. Debt Servicing Costs 30-year Financing (*7)	912K	912K	912K	912K	912K	912K	912K	912K
Net with 30-year Debt Servicing Costs	**-1.18M**	**-1.17M**	**-1.15M**	**-1.14M**	**-1.12M**	**-1.12M**	**-1.09M**	**-1.07M**

Table 3 Notes:

1. Admissions & Pass Revenue: Based on 1% population growth for baseline increase to attendance, 3% fees and charges increase, plus additional growth in attendance as follows: 3% in 2029-2031 (7% total increase to revenue), 1% in 2032 onward (5% total increase in revenue).
2. Program Fee Revenue: Based on 1% population growth for baseline increase to attendance, 3% fees and charges increase, plus additional growth in offerings and attendance as follows: 3% in 2029-2031 (7% total increase to revenue), 1% in 2032 onward (5% total increase in revenue).
3. Salaries & Wages, Operating Supplies: Based on 6% increase from 2029-2031 to account for higher program growth, and 4% for subsequent years.
4. Equipment Replacement Fund Transfer: Based on 5% increase annually.
5. Internal Re-Allocations: Includes consolidation of maintenance hours currently allocated to Centennial Park facilities and removal of Central Saanich Cultural Centre lease fees.
6. This is the debt servicing costs specific to the Peninsula Recreation Facility in Central Saanich project and based on a 15-year amortization period at 4.5%.
7. This is the debt servicing costs specific to the Peninsula Recreation Facility in Central Saanich project and based on a 30-year amortization period at 4.5%

ALTERNATIVES

Alternative 1

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

1. That the five-year Peninsula Recreation Capital Plan be amended to include the Peninsula Recreation Facility in Central Saanich project including $1 million from Capital Reserves and an additional $14.2 million, to be scheduled as outlined in the Financial Implications section of this staff report;
2. That staff engages in discussions with District of Central Saanich staff to develop a partnership agreement, including roles and responsibilities pre, during, and post construction stages;
3. That a draft of such an agreement and an updated project budget be brought back to the Peninsula Recreation Commission for consideration; and
4. That following an agreement approval, staff engage in further design to update the budget for a loan authorization bylaw recommendation to be considered by the Peninsula Recreation Commission.

Alternative 2

1. The Peninsula Recreation Commission endorses borrowing and debt servicing over a longer amortization period than the 15-year period outlined in the Financial Implications section of this report.
2. The Peninsula Recreation Commission provides alternative direction to staff.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The proposed recreation facility in Central Saanich directly supports the 2022–2026 Panorama Recreation Strategic Plan, which recommends exploring cost-effective opportunities to address identified gaps in Central Saanich. It also responds to findings from the 2019 Central Saanich Recreation Needs Assessment and the 2025 Sub-Regional Facility Needs Assessment, which identified a need for additional indoor recreation space, particularly in Brentwood Bay and surrounding communities.

Climate and Environmental Implications

The CRD has established an internal Green Building Policy that ensures new construction and major renovations are low carbon, use energy and water efficiently, minimize waste and utilize green infrastructure. If the new recreation facility in Central Saanich will be owned by the CRD, it will be required to meet Step 4 of the BC Energy Step Code and may include other sustainability requirements as outlined in the policy. Confirmation of specific equipment and building design requirements will be confirmed following confirmation of the preferred ownership model and as part of the detailed design process should the PRC provide direction to proceed.

Equity, Diversity & Inclusion Implications

Promoting equity, inclusion, and access across all programs and services is a core strategy in the 2022–2026 Panorama Recreation Strategic Plan. Geographic equity remains a key concern for residents, particularly those living beyond a 10-minute drive from existing indoor recreation

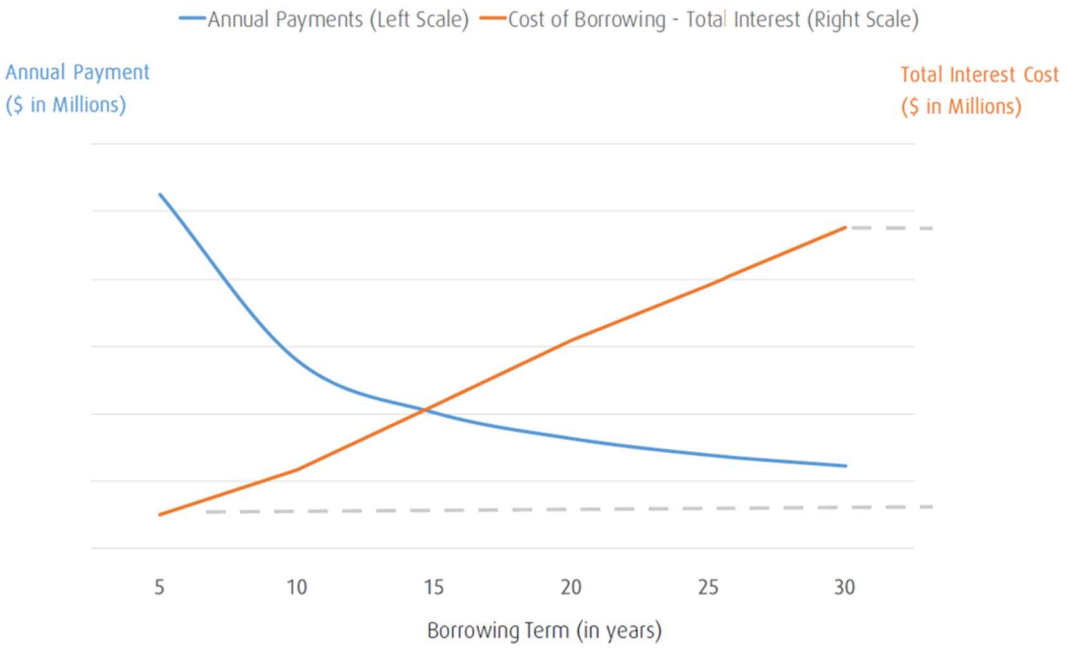
facilities. The proposed facility addresses this gap by improving access for southern peninsula communities. Its diverse programming—including arts, fitness, and children's activities—ensures broad community benefit and aligns with Panorama Recreation's commitment to inclusive service delivery.

Financial Implications

Debt Financing Options

Staff are proposing that expenses in 2026, estimated at $1M, be funded through Capital Reserves and the balance of the project be financed through borrowing. The project has a total estimated cost of $15.2 million with $1 million funded through Capital Reserves and the remaining $14.2 million to funded through debt financing. The borrowing is proposed to be scheduled as $6 million in 2027 and the remaining funds of $8.2 million in 2028.

Based on the Board-approved guidelines, the optimal borrowing term (where the cost–affordability balance intersects most effectively with financing costs) is 15 years.



Based on current borrowing scenarios for $14.2M in borrowing, a 15-year amortization at 4.5% interest would result in annual debt servicing cost of approximately $1.4 million. This equates to a 23.4% increase in the requisition or roughly $72 per household per year.

An alternative approach is to align the borrowing term with the life of the asset. Under a 30-year amortization, annual debt servicing costs for $14.2 million in borrowing would be approximately $912,000, resulting in a 15.5% requisition increase in the first year, or about $48 per household per year.

However, a 30-year amortization significantly increases overall costs due to interest payments over the term adding an incremental $7 million over a 15-year term. Given this impact, staff are

recommending a 15-year amortization period.

Appendix B provides summary tables comparing debt servicing costs and cumulative requisition impacts under both 15-year and 30-year amortization scenarios along with the cumulative requisition impact when adding the new debt for this project to existing debt servicing commitments.

Legal Implications

District of Central Saanich and Capital Regional District Project Agreement

A detailed and thorough agreement must be reached with the District of Central Saanich to ensure considerations for ownership, project management, construction processes and operational responsibilities are clearly defined and agreed upon. Regarding structuring agreements, typically a memorandum of understanding is entered into between the parties to a joint construction project setting out mutual responsibilities and interests, working towards a head-of-terms or functional or design specification for the work. This is then used to determine the project delivery and procurement method, and finally the contribution and decision-making responsibility of each party to the funding agreement. Staff are proposing this agreement is obtained as the first step in the project and prior to a loan authorization request.

NEXT STEPS

To advance the proposed recreation facility in Central Saanich, a coordinated approach will be required across design, funding, and governance processes.

Fall 2025

October

- 2026 Budget Presentation (October 2, 2025).
- Central Saanich facility for Decision (Oct 2, 2025).
- If the PRC elects to proceed as recommended in the three reports, staff will:
    - Prepare an amendment to the CRD's provisional five-year capital and operating budgets, with CRD Board consideration at Final 2026 Budget Approval.
    - Work with DCS staff to develop a draft agreement for the PRC and CRD Board approval (October - December).
- As soon as an agreement is reached with DCS, and endorsed by the CRD Board:
    - Staff will proceed with project design (with DCS) to gain more certainty on costs.
- Detailed design work for the recreation facility in Central Saanich is anticipated to begin in late fall 2025.

Winter/Spring/Summer 2026

- Upon costs estimate refinement:
    - Staff will develop the loan authorization bylaw and elector approval process recommendation for PRC and the CRD Board approvals.
- Depending on the option selected, the elector approval process will commence, and process will be undertaken during this time frame.
- Detailed design for the recreation facility in Central Saanich will continue, led by DCS staff in collaboration with Panorama Recreation and architectural consultants.

- If Elector approval is reached:
  - Procurement processes for the projects will be initiated, with coordination between the CRD and DCS for shared infrastructure and construction planning.

Fall 2026

- Construction of the recreation facility in Central Saanich and DCS Municipal building is targeted to begin.

CONCLUSION

The Peninsula Recreation Commission has identified geographic equity as a priority in its 2022–2026 Strategic Plan and the 2025 Sub-regional Facility Needs Assessment and the proposed recreation facility in Central Saanich directly addresses this need. The Central Saanich facility addresses service gaps in an underserved area, offering purpose-built spaces for fitness, arts, and multipurpose programming. Staff have engaged with District of Central Saanich staff in developing concept designs and have proposed recommendations for operational considerations and funding approaches. The opportunity to develop a new recreation facility in partnership with the District of Central Saanich provides a viable option to enhance recreation service delivery on the peninsula.

RECOMMENDATIONS

The Peninsula Recreation Commission agrees in principle to engage in a partnership with the District of Central Saanich to construct a Recreation Facility within their Civic Redevelopment Project at Hovey Road.

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

1. That the five-year Peninsula Recreation Capital Plan be amended to include the Peninsula Recreation Facility in Central Saanich project including $1 million from Capital Reserves and an additional $14.2 million, to be scheduled as outlined in this staff report;
2. That staff engages in discussions with District of Central Saanich staff to develop a partnership agreement, including roles and responsibilities pre, during, and post construction stages;
3. That a draft of such an agreement and an updated project budget be brought back to the Peninsula Recreation Commission for consideration; and
4. That following an agreement approval, staff engage in further design to update the budget for a loan authorization bylaw recommendation to be considered by the Peninsula Recreation Commission.

Submitted by:	Steve Meikle, M.A., Senior Manager, Panorama Recreation
Concurrence:	Luisa Jones, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services and Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Staff Report: Proposed Peninsula Recreation Facility in Central Saanich (September 18, 2025)
Appendix B: Financial Considerations – Funding Options and Cumulative Debt Servicing Cost Estimates (October 2025)

Making a difference...together

REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MARCH 26, 2026

SUBJECT **Proposed Peninsula Recreation Facility in Central Saanich—Memorandum of Understanding**

ISSUE SUMMARY

This report provides the Commission with the progress to date of the development of a partnership agreement, as represented through a Memorandum of Understanding (MOU), and the schematic designs that support the Class C cost estimates.

BACKGROUND

Both the 2022–2026 Panorama Recreation Strategic Plan and the 2025 Peninsula Recreation Facility Needs Assessment (FNA) affirm the need to address geographic inequities in the distribution of recreation services on the peninsula through the development and operation of a recreation facility in Central Saanich. Furthermore, the FNA offered several other recommendations that would be addressed by the development of a new recreation facility in Central Saanich. These include increased weight room and fitness studio spaces, additional social gathering spaces and co-location of recreation facility spaces with other community amenities. In Spring 2024, District of Central Saanich (DCS) staff-initiated discussions with the Peninsula Recreation Commission (PRC) to consider a potential partnership to incorporate recreation space into the proposed redevelopment of their municipal facilities. Through 2025, staff worked closely with the DCS to develop conceptual designs and Class D cost estimates for this proposed facility.

At the October 2, 2025, PRC meeting, the Commission passed the following motion concerning the development of a peninsula recreation facility in partnership with the DCS:

That the Peninsula Recreation Commission recommends to the Capital Regional District Board:
1. That the five-year Peninsula Recreation Capital Plan be amended to include the Peninsula Recreation Facility in Central Saanich project including $1 million from Capital Reserves and an additional $14.2 million, to be scheduled as outlined in this staff report;
2. That staff engages in discussions with District of Central Saanich staff to develop a partnership agreement, including roles and responsibilities pre, during, and post construction stages;
3. That a draft of such an agreement and an updated project budget be brought back to the Peninsula Recreation Commission for consideration; and
4. That following an agreement approval, staff engage in further design to update the budget for a loan authorization bylaw recommendation to be considered by the Peninsula Recreation Commission.

In response to recommendations 2 and 3, staff have engaged in discussions with DCS through legal counsel to develop the construction and lease agreements. As the first step in this process, staff are bringing forward a Memorandum of Understanding (MOU) for Commission's consideration. This MOU outlines the roles, responsibilities and approval requirements which set the foundation for the process of finalizing both the construction and lease agreements for the development, construction, lease and operation of a recreation facility within the DCS municipal

hall complex. In conjunction with the MOU, and in response to recommendation 4, staff are also providing a project update which includes the schematic design and Class C cost estimate for the proposed Peninsula Recreation Facility in Central Saanich.

DRAFT MEMORANDUM OF UNDERSTANDING

Typically, an MOU is entered into between the parties to a joint construction project, setting out mutual responsibilities and interests and working towards functional or design specifications for the work. The MOU is then used to determine the project delivery and procurement method and, finally, the contribution and decision-making responsibility of each party to the funding agreement. Appendix A provides the draft MOU between the CRD and the DCS. The Capital Regional District (CRD) is in negotiations and development of a long-term lease agreement that satisfies the legislative requirements for borrowing funds for a capital project of this nature. The MOU outlines the areas of focus, topics for negotiation and the process steps for future discussions and negotiations leading to a construction agreement and a lease agreement.

The MOU covers several topics. Notably, the following items are explored and clarified:

Definitions and Approval Conditions

- Clarifies definitions of shared concepts and terms which will be essential to the development of the construction and lease agreements.
- Outlines the processes each party must undertake to receive all necessary approvals to continue to move forward with the project, including: the approvals of each of the progressive stages of design and cost estimations, the loan authorization approval requirements and steps, and the approval of finalized construction and lease agreements.

Cost Sharing

- Defines the proposed cost-sharing formula based on an apportionment corresponding to floor space,
- An outline of the acceptance and role of Quantity Surveyor's reports in the allocation of shared project costs and processes for re-allocation of shared project costs in relation to these reports.

Project Schedules and Phases

- Notes significant milestones that may act as decision making or approval points in the overall process where one party may elect to terminate the agreement and/or project,
- Outlines responsibilities, phase specific approval processes and required communications through the project phases of preliminary design and costing, design development and procurement and construction.
- Each phase may include clauses specific to communications and instructions to the architectural and design consultants, mechanisms for change order negotiations and approvals, requirements from each party to approve the project moving to the next phase, mechanisms to address risks such as cost escalations and procedures for dispute resolution.

Lease Considerations

- This section outlines the anticipated terms and conditions for the lease and operations of the recreation facility including the term of lease, the starting point requirements of the

lease, lease payment terms, use of facility conditions, allocations of repair, maintenance, life cycle replacement and utility costs and the sufficient allocation of parking for recreation centre patrons.

As there are remaining uncertainties in the scheduling of project milestones, approval processes and the detailed design elements of the project, the MOU provides a framework for the parties to continue negotiations to define roles, responsibilities, required approvals and cost-sharing items in the development of the construction and lease agreements. Staff recommend that the MOU as presented in Appendix A be endorsed by the Commission as the first step in the development of both construction and lease agreements.

SCHEMATIC DESIGN AND BUDGET UPDATE

The DCS has now initiated the schematic design phase of the project for their designated areas of the building. The CRD has chosen to procure an owner's architectural representative to consult with staff and stakeholders to develop a functional requirements list and the interior design of the recreation facility. As such, the schematic design attached as Appendix B does not provide any details of the interior design of the recreation facility. Staff have engaged with the owner's architectural representative, and the development of the functional requirements list and interior design process is underway.

Appendix C provides the Class C cost estimate as presented by the quantity surveyor. A Class C estimate generally follows the schematic design phase and may provide decision-makers greater levels of cost detail based on greater levels of design details to evaluate whether the project is financially viable and to confirm or adjust the project budget before advancing to detailed design. The Class C estimate includes a base level or standard estimate of interior fixtures, flooring, millwork, equipment, plumbing, electrical and mechanical features for the recreation facility. Additional expenses will be incurred for specialty interior design features, referred to as tenant improvements, necessary for the provision of recreation programs and services. These specialty features will be defined through the interior design phase currently underway with the CRD's architectural representative. Most common specialty features include wood sprung flooring for a fitness studio, sound attenuation measures, appropriate drainage and ventilation for a pottery studio and accessibility features throughout the space.

ALTERNATIVES

Alternative 1

1. That the Memorandum of Understanding between the Capital Regional District and the District of Central Saanich for the development, construction, lease and operation of a recreation facility within the District's Municipal Hall Complex at Hovey Road presented in the form attached hereto as Appendix A be approved; and
2. That staff report back on the results of the parking study and the development of the construction and lease agreements.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The proposed recreation facility in Central Saanich directly supports the 2022–2026 Panorama Recreation Strategic Plan, which recommends exploring cost-effective opportunities to address identified gaps in Central Saanich. It also responds to findings from the 2019 Central Saanich Recreation Needs Assessment and the 2025 Peninsula Recreation Facility Needs Assessment, which identified a need for additional indoor recreation space, particularly in Brentwood Bay and surrounding communities.

Equity, Diversity & Inclusion Implications

Promoting equity, inclusion and access across all programs and services is a core strategy in the 2022–2026 Panorama Recreation Strategic Plan. Geographic equity remains a key concern for residents, particularly those living beyond a 10-minute drive from existing indoor recreation facilities. The proposed facility addresses this gap by improving access for southern peninsula communities. Its diverse programming, including arts, fitness, and children's activities, ensures broad community benefit and aligns with Panorama Recreation's commitment to inclusive service delivery.

Service Delivery Implications – Recreation Facility Spaces

The schematic designs presented as Appendix B do not provide details of the interior design and functional requirements of the recreation facility spaces. Staff participated in a consultation session with the owner's architectural representatives to determine the functional requirements and programming plans for the spaces in the recreation facility. The following table outlines the allocation of the spaces within the recreation facility and an overview of the larger scale specialty design features considered for analysis by the architects. The list of specialty design features and assigned sizes of each space may be subject to change as the design proceeds.

Table 1: Recreation Facility Room Allocations and Required Tenant Improvements

Room/Amenity	Est. Size	Required Tenant Improvements
1. Weight Room	3000 sq ft	Rubber flooring, mirrors, ventilation, water stations, ample electrical outlets
2. Fitness Studio	1600 sq ft	Wood sprung floor, mirrors, ballet bar, ventilation, noise attenuation measures
3. Pottery/Ceramics Studio	1800 sq ft	Kilns, potter's wheels, separate areas for glazing and kiln firing, ventilation, advanced fire suppression, floor drainage, clay traps, and flooring suitable for a pottery studio
4. Multipurpose space	1200 sq ft	Audio visual equipment, kitchenette
5. Washrooms/changerooms	800 sq ft	Individual shower/toilet stalls
6. Reception, offices, storage, custodial,	800 sq ft	Reception desk, electrical and IT servicing, staff offices, full service janitorial closet

7. Community gathering space, lobby, hallways	800 sq ft	Art display opportunities
TOTAL	**10,000 sq ft**	

Service Delivery Implications – Parking

The schematic designs provide an overview of potential parking space allocations and traffic flow revealing an allocation of 18 designated spaces for recreation facility users and 4 disability access spaces. Access to adequate parking to support the recreation facility has been emphasized throughout the design development and the agreement negotiations. Clause 9.1(g) of the MOU stipulates the requirement for the Commission to approve the results of the parking study and confirmation of adequate designated parking spaces for recreation centre participants.

The first draft results of the parking study were received by staff on March 10, 2026. Staff are continuing discussions with DCS to ensure a full analysis of parking options and allocations is completed with the final report anticipated to be presented to Commission at the April 23, 2026, meeting.

Financial Implications

The Class C cost estimate provides an updated costing of the project overall and has identified costing specific to the recreation facility and is provided as Appendix C. This estimate report utilizes a cost-sharing model based on a share of the overall floor space of the whole facility. This model is presented in the MOU and outlined in the Class C cost estimate report. The Class C estimate also allocates a base rate or standardized rate for interior fixtures, flooring, mill work, etc. for the recreation facility. As previously noted, some design features will require a higher than base level standard to deliver quality recreation programs and services. As such, staff have begun to identify specialty features in the design process with the owner's architectural representative. The CRD/PRC will be solely responsible for the additional costs for these specialty features, and they have been accounted for in this costing table as "tenant improvements." (Line item 3). The updated costing model is presented in Table 2.

Table 2: Comparison of Class C Cost Estimate (February 2026) to Class D Cost Estimate (October 2025)

Cost Type	Class C February 2026	Class D October 2025
1. Base Building Cost and Site Development Costs	$6,623,500	$9,392,000
2. Site Development Costs (Includes parking at Centennial Park)	$968,000	$1,265,000
3. Tenant Improvements (Interior of Rec Facility)	$2,000,000	N/A
4. Design and Construction Project	$960,000	$1,400,000

Management Fees		
5. Startup Equipment Costs	$630,000	$330,000
6. Contingency	$2,878,000	$2,817,600
Total Estimated Capital Cost	**$14,059,500**	**$15,204,600**

Table 2 Notes:

1. Overall base building costs were decreased as a result of refinements to, and application of, the cost-sharing model presented. Base building costs were further reduced through agreement from the DCS that the CRD/PRC would not be responsible for additional costs incurred to build to a post-disaster standard as this is not required for a recreation facility of this type. Tenant improvement costs have been separated from the base building costs.
2. Site development costs have been refined as site development needs have been refined in the design process. Parties have agreed to evenly share the cost to pave an adjacent parking area within Centennial Park. This will also benefit current operations at the multi-sport box and picnic shelter areas. These parking improvements are contingent on approval of the recreation facility if the parking study results reveal the need for additional overflow parking.
3. Tenant improvements represent a Class D estimate, as functional requirements and specialty features of the recreation facility are currently being finalized. A revised cost estimate will be provided to the Commission with the review of the construction agreement and/or next level costing report.
4. Design and construction management costs have been decreased for several reasons. These include the DCS agreeing to pay for the schematic design phase of the project (Appendix B) and the construction management contract, clarification of the overall design requirements—including the role of the CRD Project Management department—and the clarification of the costing for the future stages of design and construction management.
5. Equipment costs include costs for weight room, fitness studio, tables, chairs and other standard equipment. February 2026 costs add costs for a full pottery studio operation including 2 kilns, 10 potter's wheels.
6. For February 2026 cost estimates, contingency of 30% is allocated to items #1, 2 and 3. For October 2025, the 30% contingency was only calculated on Item #1, the base building costs.

The loan authorization bylaw will be presented to the Commission on March 26, 2026. Typically, a loan authorization bylaw is presented at the highest cost estimate approved in the process. As the cost estimates are refined through the design stages, the actual borrowed amount is adjusted to reflect the final Class A cost estimates.

CONCLUSION

The Peninsula Recreation Commission (PRC) has been exploring expanded recreation services in Central Saanich through a partnership to house a recreation facility within the District of Central Saanich's municipal hall complex proposed for Hovey Road. Staff from both parties have worked together with legal and architectural consultants to develop a Memorandum of Understanding (MOU) to set a path forward to developing both construction and lease agreements. The

schematic designs and Class C estimates have been submitted to the PRC and the identification of specific design features necessary for the delivery of quality recreation services is underway. Staff are seeking Commission endorsement of the MOU as the next step in this development process.

RECOMMENDATION

1. That the Memorandum of Understanding between the Capital Regional District and the District of Central Saanich for the development, construction, lease and operation of a recreation facility within the District's Municipal Hall Complex at Hovey Road presented in the form attached hereto as Appendix A be approved; and
2. That staff report back on the results of the parking study and the development of the construction and lease agreements.

Submitted by:	Steve Meikle, M.A., Senior Manager, Panorama Recreation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Draft Memorandum of Understanding (March 2026)
Appendix B: Schematic Design – District of Central Saanich Municipal Complex (February 23, 2026)
Appendix C: Central Saanich Civic Class C Estimate (February 27, 2026)

MEMORANDUM OF UNDERSTANDING

Dated for reference this day of March 2026.

BETWEEN:

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

("**Central Saanich”**)

OF THE FIRST PART

AND:

CAPITAL REGIONAL DISTRICT

(the "**CRD**")

OF THE SECOND PART

W H E R E A S:

A. Central Saanich is the owner of the following lands which are located within the District of Central Saanich:

Lot A Section 7 Range 2 East South Saanich District Plan VIP69834

(the “**Project Site**”)

B. The CRD has established and operates the Saanich Peninsula Recreation Service under the authority of the Saanich Peninsula Recreation Services Combination Bylaw No. 1, 2002.

C. Central Saanich and the CRD wish to collaborate on and share in the cost of the design and construction of a new civic facility approximately 5700 square meters in total floor area to be located on the Project Site (the “**Civic Facility**”), which will accommodate the Central Saanich municipal hall and other municipal facilities, and will include space of approximately 1000 square meters for a new CRD recreation facility.

D. Central Saanich and the CRD wish to set out in this Memorandum of Understanding terms and conditions for the design, construction, operation and use of the Civic Facility that they intend to more fully negotiate and incorporate into a Civic Facility Cost Sharing Agreement, within the timelines outlined in this Memorandum of Understanding.

NOW THEREFORE the parties express their mutual intention and understanding as follows:

1.0 DEFINITIONS

1.1 In this Memorandum of Understanding:

(a) **"Board"** means the Board of the Capital Regional District;

(b) **"Civic Facility"** has the meaning assigned to that term in Paragraph C of the Recitals to this MOU;

(c) "**Civic Facility Cost Sharing Agreement**" or "**Agreement**" means an agreement between the Parties for the design, construction, operation and use of the Civic Facility, the negotiation of which will be guided by the terms of this MOU;

(d) **"Commission"** means the Peninsula Recreation Commission, as established by the CRD under the Peninsula Recreation Commission Bylaw No. 1, 1996;

(e) "**Construction Costs**" means the costs payable to a Project Contractor under a Project Contract for the performance of the Work;

(f) "**Construction Manager**" means the construction manager for the Project as selected by Central Saanich pursuant to the District's Request for Proposal No. 26-014;

(g) **"Contract Administrator"** means the Qualified Professional retained under contract by Central Saanich to act as the Contract Administrator for the Project Contract (referred to as the "Consultant" under the form of contract contemplated by Request for Proposal No. 26-014);

(h) **"Contract Administration Costs**" means the costs payable by Central Saanich to the Contract Administrator and other Qualified Professionals for services provided in relation to the administration of the Project Contract;

(i) **"Contract Administrator"** means the Qualified Professional retained by Central Saanich to act as the Contract Administrator for the Project Contract;

(j) **"Council"** means the Council of the District of Central Saanich;

(k) **"Excluded Costs"** means the Project Costs that either Central Saanich or the CRD, as specified in the Agreement, will be solely responsible for, and that will not be shared by the Parties, which under the Agreement will include the following costs:

(i) costs incurred in connection with the preparation of the Preliminary Design and the Preliminary Cost Estimate which will be allocated to Central Saanich;

(ii) costs associated with designing and constructing the Civic Facility to post-disaster standards, which will be paid by Central Saanich;

(iii) costs incurred in retaining an architectural consultant to assist the CRD with the design of the Recreation Centre Base Building Inclusions and the Recreation Centre Tenant Improvements, which will be paid by the CRD;

(iv) costs of constructing the Recreation Centre Tenant Improvements, which will be included in the Project Design and constructed by the Project Contractor, the costs of which will be allocated to the CRD;

(l) **"Final Cost Estimate"** means the Class B cost estimate for the construction of the Civic Facility as prepared by the Quantity Surveyor;

(m) **"Final Design"** means the final design of the Civic Facility as prepared by the Project Architect through the design development process, the completion of which and its acceptance by the Parties will precede the preparation of construction drawings and specifications;

(n) **"MOU"** means this Memorandum of Understanding;

(o) **"Parking Study"** means a study and report to be prepared by a Qualified Professional retained by Central Saanich concerning the parking requirements of the Civic Facility;

(p) **"Parties"** when used in the plural means both parties to this MOU, and when used in the singular means one of them;

(q) **"Preliminary Cost Estimate"** means the Class C cost estimate for the construction of the Civic Facility as prepared by the Quantity Surveyor, entitled "Cost Management Report – Central Saanich Civic, Saanichton, BC, Class C Estimate, dated February 27, 2026;

(r) **"Preliminary Design"** means the schematic design for the Civic Facility as prepared by the Project Architect, which is attached as, or comprised of the documents listed on, Schedule "A" to this MOU;

(s) **"Project"** means the design and construction of the Civic Facility;

(t) **"Project Architect"** means hcma Architecture + Design;

(u) **"Project Contract"** means an agreement between a Project Contractor and Central Saanich for the performance of all or a portion of the Work, and as used in this MOU the term "Project Contract" when used in the singular

includes all Project Contracts in the event that Central Saanich awards more than one Project Contract;

(v) **"Project Contractor"** means a contractor (which may be the Contract Manager if directed by Central Saanich to assume that role) that enters into a Project Contract for the performance of all or a portion of the Work;

(w) **"Project Costs"** means Project Design Costs, Construction Costs, and Contract Administration Costs incurred or payable by a Party in connection with the Project;

(x) **"Project Design Costs"** means costs payable to the Project Architect and other Qualified Professionals including the Quantity Surveyor for the preparation of the Project Design Records, the Preliminary Cost Estimate and the Final Cost Estimate;

(y) **"Project Design Records"** means the plans, drawings, designs, and specifications for a portion or component of the Civic Facility, signed and sealed by the Project Architect and other Qualified Professionals, including but not limited to design drawings prepared to various degrees of completeness for review and approval by the Parties, and including the "Issued for Construction" drawings and specifications for the construction of the Civic Facility;

(z) **"Project Schedule"** means the schedule that may be incorporated into the Agreement and that sets milestones and milestone dates for completion of various stages of the Project, as referred to in section 4.1 of this MOU;

(aa) **"Project Site"** has the meaning assigned to that term in Paragraph A of the Recitals to this Agreement;

(bb) "**Qualified Professional**" means a professional engineer, geoscientist, or other qualified professional, if:

(i) the individual is registered in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association;

(ii) the individual's area of expertise is recognized by the individual's professional organization as one that is acceptable for the purpose of performing a professional service required under this Agreement; and

(iii) the individual is acting within the individual's area of expertise;

(cc) **"Quantity Surveyor"** means a registered member of the Canadian Institute of Quantity Surveyors retained by Central Saanich to prepare the Preliminary Cost Estimate, and to refine the Final Cost Estimate;

(dd) **"Recreation Centre"** means that portion of the Civic Facility that will be designed and constructed for use as a CRD recreation facility, and then leased to the CRD upon completion;

(ee) **"Recreation Centre Base Building Inclusions"** means the changes, additions or upgrades to the components of the Recreation Centre that are shown in the Preliminary Design and included in the Preliminary Cost Estimate, which are requested by the CRD during the design development stage of the Project;

(ff) **"Recreation Centre Tenant Improvements"** means any specialized features, components and finishes of the Recreation Centre that are not shown in the Preliminary Design, that the CRD may refer to Central Saanich and the Project Architect for inclusion in the Project Design during the design development stage of the Project;

(gg) **"Recreation Centre Lease"** means the lease of the Recreation Centre that Central Saanich, as landlord, and the CRD, as tenant, will enter into upon completion of the Civic Facility;

(hh) **"Shared Project Costs"** means the Project Costs that are to be allocated between Central Saanich and the CRD in accordance with the Agreement, which for certainty will exclude the Excluded Costs or will allocate an Exclusive Cost entirely to the applicable Party;

(ii) **"Substantial Performance"** means the stage of completion when all Work under a Project Contract, as certified by the Contract Administrator, is capable of completion or correction at a cost of not more than:

(1) 3% of the first $500,000 of the Contract Price;

(2) 2% of the next $500,000 of the Contract Price; and

(3) 1% of the balance of the Contract Price; and

the Work, or a substantial part of it, is ready for use or is being used for the purpose intended;

(jj) **"Total Floor Area"** means the total floor area of the Civic Facility as shown in the Preliminary Design, subject to any adjustments made during the design development and construction phases of the Project;

(kk) **"Total Performance"** means that all Work under a Project Contract including all deficiencies, but excluding any correction of completed Work that appears during the warranty period or other on-going warranty or guarantee obligations as provided by the Project Contract, has been performed as required by the Project Contract, as certified by the Contract Administrator;

(ll) **"Work"** means the labour, equipment, material, and other construction services to be provided by a Project Contractor in connection with the construction of the Civic Facility, or a portion of the Civic Facility;

(mm) **"Working Committee"** means the working group comprised of representatives of Central Saanich and the CRD, the terms of reference for which will be incorporated into the Agreement.

2.0 PURPOSE

2.1 The purpose of this MOU is to establish a framework that will guide the negotiation of a Civic Facility Cost Sharing Agreement between Central Saanich and the CRD.

2.2 This MOU is not a binding legal agreement and does not create any binding obligations on either of the Parties.

2.3 Where this MOU refers to requirements for instructions, comments, or approvals by a Party or by the Parties, it is understood, and the Agreement will provide, that unless otherwise stated the Parties will not unreasonably withhold, delay, or refuse to provide any such instructions, comments, or approvals.

3.0 APPROVAL CONDITIONS

3.1 The Parties acknowledge, and the Agreement will provide, that the participation of Central Saanich in the Project is conditional upon the following approvals being obtained within the time periods noted below:

(a) on or before May 1, 2026 Council having approved an amendment to the District of Central Saanich Official Community Plan and Zoning Bylaw authorizing the use of the Project Site as a Civic Facility;

(b) on or before July 1, 2026 Council having approved the terms of the Civic Facility Cost Sharing Agreement;

(c) on or before May 1, 2026 Council having accepted the Preliminary Design and Preliminary Cost Estimate, and having given its direction to proceed with the next stage of the Project;

(d) on or before August 1, 2026 Council having accepted the Final Design and Final Cost Estimate, and having given its direction to proceed with the procurement of the Project Contract.

3.2 The Parties acknowledge, and the Agreement will provide, that the CRD's participation in the Project is conditional upon the following approvals being obtained within the time periods noted below:

(a) on or before March 26, 2026 the Commission having:

(i) accepted the Preliminary Design and Preliminary Cost Estimate, as they apply to the Recreation Centre; and

(ii) adopted a recommendation that the Board seek approval of a loan authorization bylaw to finance the CRD's portion of the Project Costs and any other capital expenditures required for the CRD's participation in the Project;

(b) on or before June 1, 2026 the Commission having approved the design and cost estimate for the Recreation Centre Base Building Inclusions and the Recreation Centre Tenant Improvements;

(c) on or before May 1, 2026 the Commission having received the Parking Study, and having approved the number and type of parking spaces to be developed on the Project Site for the use of the patrons and staff of the Recreation Centre;

(d) on or before October 1, 2026 the Commission having accepted the Final Design;

(e) on or before May 1, 2026 the Board having resolved to seek approval, in accordance with the requirements of the *Local Government Act*, of a loan authorization bylaw to finance the CRD's portion of the Project Costs as well as any other capital expenditures required for the CRD's participation in the Project (the "**Loan Authorization Bylaw**");

(f) on or before August 1, 2026 the Board having approved the terms of the Civic Facility Cost Sharing Agreement;

(g) on or before October 15, 2026 the Board having obtained participating area approval, and the approval of the Inspector of Municipalities, for the adoption of the Loan Authorization Bylaw;

(h) on or before October 15, 2026 the Board having adopted the Loan Authorization Bylaw;

(i) on or before October 15, 2026 the Board having approved the Final Cost Estimate, as it applies to the Recreation Centre.

3.3 The Parties both acknowledge, and the Agreement will provide, that if the approvals referred to in section 3.1 are not obtained by Central Saanich within the time required in that section, as such times may be extended by agreement of the Parties, Central Saanich may elect not to proceed with the Project, in which case the Agreement shall terminate subject only to the provisions of section 5.5 of this MOU, as incorporated into the Agreement.

3.4 The Parties both acknowledge, and the Agreement will provide, that if any of the approvals referred to in section 3.2 are not obtained by the CRD within the time required under that section, as such times may be extended by agreement of the Parties,:

(a) the CRD may elect not to proceed with the Project in which case the Agreement shall terminate subject only to the provisions of section 5.5 of this MOU, as incorporated into the Agreement; and

(b) Central Saanich may, at its option, continue with the construction of the Civic Facility without inclusion of the Recreation Centre, and without the CRD's participation.

3.5 The Parties both acknowledge, and the Agreement will provide, that the approvals required under sections 3.1 and 3.2 are matters requiring the exercise of the statutory powers of the Parties, and that the grant or withholding of those approvals is subject to the discretion reserved to the Parties under sections 10.2 and 10.3 of this MOU.

4.0 PROJECT SCHEDULE

4.1 The Parties anticipate that the Agreement will include milestone dates for completion of various stages of the Project, which the Parties will discuss and finalize for inclusion in the Agreement.

4.2 The Agreement will acknowledge that the Project Schedule may be affected or delayed by circumstances or occurrences beyond the reasonable control of the Parties, and will provide that in the event of any circumstance or occurrence that either Party reasonably anticipates may affect the Project Schedule, the representatives of the Parties shall meet together to discuss the circumstance or occurrence, the potential impact on the Project Schedule, the measures each Party shall take to mitigate the effect of any such delay, and whether a change to the Project Schedule is necessary or advisable.

5.0 COST SHARING

5.1 The Agreement will provide a formula or method for the allocation of a portion of the Shared Project Costs to each Party. Without limiting the foregoing, or the terms that might be included in the Agreement, the Parties anticipate that Shared Project Costs could be allocated to the Parties in proportion to the Floor Area of the Civic Facility that each Party will occupy, on the assumption that Shared Project Costs on a per square meter basis will be substantially the same for the Recreation Centre and for the other parts of the Civic Facility, in which case Shared Project Costs could be allocated to each Party by reference to the following formula:

(a) CRD Contribution = [Floor Area of Recreation Centre x Shared Project Costs] ÷ Total Floor Area;

(b) Central Saanich Contribution = [(Total Floor Area minus Floor Area of Recreation Centre) x Shared Project Costs] ÷ Total Floor Area.

5.2 Alternatively, and without limitation, the Parties anticipate that the allocation of Shared Project Costs could be based upon the Quantity Surveyor's cost allocation,

as set out in the Preliminary Cost Estimate, and as refined under the Final Cost Estimate.

5.3 The Agreement will include provisions for the adjustment of the allocation of Shared Project Costs, based in the first instance on a supplementary report from the Quantity Surveyor, in the event that as a result of changes in the Project Design, or changes in the Work during construction, a re-allocation is necessary to ensure that Shared Project Costs are allocated fairly between the Parties.

5.4 The Agreement will include terms and conditions for payment of the CRD Contribution, including the calculation of the amount of the CRD Contribution by reference to the agreed-upon formula or method for the allocation of Shared Project Costs, and the timing of that payment or payments.

5.5 The Agreement will provide that if an approval condition under either section 3.1 or 3.2 is not fulfilled, such that either Party provides notice to the other Party that they have elected not to proceed with the Project, the Parties will each pay their apportioned share of the Shared Project Design Costs incurred to the date such notice is given, but will have no further obligations to each other under the Agreement or with reference to the Project.

6.0 PRELIMINARY DESIGN AND PRELIMINARY COST ESTIMATE

6.1 The Preliminary Design that is attached as Schedule “A” to this MOU will be incorporated into the Civic Facility Cost Sharing Agreement, and will form the basis for the further development of the Project Design Records.

6.2 The Preliminary Cost Estimate will be incorporated into the Civic Facility Cost Sharing Agreement, and will be replaced by the Final Cost Estimate, if approved by the Parties, with the expectation that each Party’s share of the Shared Project Costs, including design and other contingencies (but excluding owner contingencies to be separately identified in the Civic facility Cost Sharing Agreement), will not exceed amounts for each of Central Saanich and CRD to be specified in the Civic Facility Cost Sharing Agreement.

7.0 DESIGN DEVELOPMENT PHASE

7.1 The Civic Facility Cost Sharing Agreement will include terms and conditions for the further development of the Project Design Records, including:

(a) that Central Saanich will instruct the Architect and other Qualified Professionals to proceed with further development and refinement of the Project Design Records, for the review and approval of the Parties through the Working Committee, in accordance with the Project Schedule;

(b) that the Parties will work cooperatively, through the Working Committee, to ensure that the Architect and other Qualified Professionals receive all information and instructions required for completion of the Project Design Records;

(c) that the CRD will retain an architectural consultant, at the CRD's sole cost, to assist with the design of the Recreation Centre Base Building Inclusions and the Recreation Centre Tenant Improvements, and will provide a functional requirements list and interior design drawings for the Recreation Centre Base Building Inclusions and the Recreation Centre Tenant Improvements to Central Saanich and the Architect for incorporation into the Project Design Records;

(d) that changes in the Project Design that materially affect the basis for the apportionment of Shared Project Costs under the Agreement will not be approved without a corresponding change to the cost apportionment formula, as contemplated under section 5.3;

(e) that subject to section 7.1(f) the Architect and other Qualified Professionals will not be instructed to begin preparation of construction drawings and specifications until after the CRD Board's adoption of the Loan Authorization Bylaw;

(f) that as an exception to section 7.1(e) Central Saanich may instruct the Architect and other Qualified Professionals to begin preparation of construction drawings and specifications before the CRD Board's adoption of the Loan Authorization Bylaw but only on the understanding and agreement of the Parties that Central Saanich will be solely responsible for those costs in the event the Loan Authorization Bylaw is not adopted by the Board.

8.0 PROCUREMENT AND CONSTRUCTION PHASE

8.1 The Civic Facility Cost Sharing Agreement will include terms and conditions under which Central Saanich will engage the services of the Project Contractor to undertake construction of the Civic Facility, including:

(a) that Central Saanich will be responsible for procuring construction services through a competitive bidding process in compliance with all applicable trade agreements;

(b) the Tenant Improvements will be included in the construction drawings and specifications that are used for the purpose of soliciting bids;

(c) that the CRD, through the Working Committee, will have an opportunity to review and comment on all bids submitted in response to the process referred to in section 8.1(a);

(d) that Central Saanich will not award the Project Contract without the CRD's further approval if the Shared Project Costs that would be allocated to the CRD as a result of that award, taking into account Shared Project Costs already incurred, would exceed the amount specified in the Civic Facility Cost Sharing Agreement as the CRD's anticipated share of the Shared Project Costs including contingencies;

(e) that if the Project procurement process does not result in the award of the Project Contract, either Party may elect to terminate the Agreement, in which case each Party shall remain responsible for payment of their share of the Shared Project Costs incurred to the date of termination in accordance with the formula for the allocation of Shared Project Costs under the Agreement;

(f) that the form of Project Contract will be substantially as contemplated under Request for Proposal No. 26-014;

(g) that each Project Contract will require the Project Contractor to undertake and execute the Work in accordance with the requirements of this Agreement;

(h) that Central Saanich will not approve change orders or change requests that materially affect the construction of the Recreation Centre or the allocation of Shared Project Costs without the approval of the CRD, following review by the Working Committee;

(i) that neither Party will request changes to the Work that materially affect the basis for the apportionment of Shared Project Costs under the Agreement without a corresponding cost apportionment adjustment, as contemplated under section 5.3;

(j) provisions which address the risk of Project Cost escalations during the course of construction including:

(i) cost escalations which are the result of unforeseen circumstances or other conditions beyond the reasonable control of either Party;

(ii) cost escalations which are the result of a default on the part of Central Saanich, the CRD, the Contract Administrator or other Qualified Professional.

9.0 LEASE OF RECREATION FACILITY

9.1 The Civic Facility Cost Sharing Agreement will set out the terms and conditions of the Recreation Centre Lease, which the Parties anticipate will include the following:

(a) that the term of the Recreation Centre Lease will be for twenty-five years, with an option on the part of the CRD to renew the lease for an additional twenty-five years on the same terms and conditions as applied during the initial twenty-five year term;

(b) that the term of the Recreation Centre Lease will commence after Total Completion of the Civic Facility, and following a suitable period of time during which the CRD will have access to the Recreation Centre for the installation of equipment;

(c) that Central Saanich will accept the CRD's contribution towards the Project Costs as pre-paid rent for the entire term of the Recreation Centre Lease, including the renewal term;

(d) that the CRD may use the Recreation Centre for the purpose of recreational programs and services provided through the Commission, other community and civic purposes, and other programs and services which support the operation of the Recreation Centre;

(e) the allocation of responsibility for repairs and maintenance of the Recreation Centre and other parts of the Civic Facility;

(f) the allocation of costs such as utility costs, if not separately metered, the life-cycle replacement costs of major mechanical and other building systems as agreed to, and provision for recovery of the CRD's agreed-upon share of those costs through the payment of additional rent;

(g) the allocation and use of the number of parking spaces to be available for use by CRD staff and patrons of the Recreation Centre, as agreed to by the Parties, and the use of other common areas of the Civic Facility to which the CRD and its invitees will have access;

(h) other terms and conditions customarily included in the lease of a comparable civic facility, as the Parties agree may to.

10.0 DISPUTE RESOLUTION

10.1 The Agreement will include a process for the expeditious resolution of any disputes between the Parties that arise during the design or construction phases of the Project.

11.0 GENERAL PROVISIONS

11.1 All communications between the parties pursuant to this Memorandum of Understanding shall be in writing and shall be sent to the relevant Party at the relevant address or e-mail address set out below:

Central Saanich Attention:	Capital Regional District Attention:
[Address]	[Address]
Tel: Email:	Tel: Email:

11.2 Nothing in this Memorandum of Understanding shall be interpreted as fettering or impairing Central Saanich in the exercise of its statutory powers under the *Local Government Act*, the *Community Charter* or any other enactment.

11.3 Nothing in this Memorandum of Understanding shall be interpreted as fettering or impairing the CRD in the exercise of its statutory powers under the *Local Government Act*, the *Community Charter* or any other enactment.

11.4 This Memorandum of Understanding may be executed in counterpart with the same effect as if both parties had signed the same document.

IN WITNESS WHEREOF the parties have executed this Memorandum of Understanding.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH by its authorized signatories:

_____
Name:

_____
Name:

CAPITAL REGIONAL DISTRICT
by its authorized signatories:

_____
Name:

_____
Name:

Schedule “A”

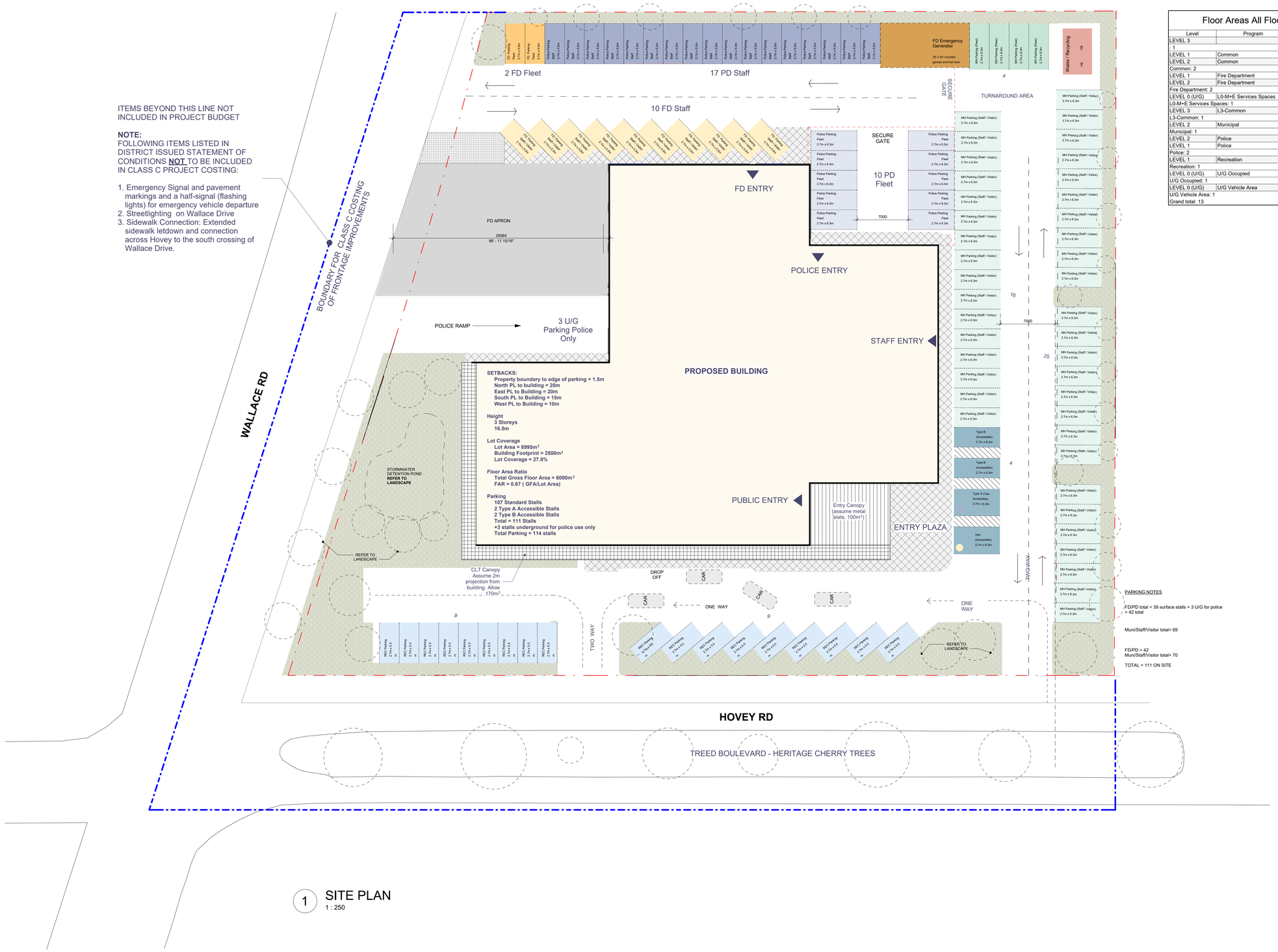
Preliminary Design

See Next Page: Proposed Peninsula Recreation Facility in Central Saanich—Memorandum of Understanding Staff Report Appendix B

ITEMS BEYOND THIS LINE NOT INCLUDED IN PROJECT BUDGET

NOTE:
FOLLOWING ITEMS LISTED IN DISTRICT ISSUED STATEMENT OF CONDITIONS **NOT** TO BE INCLUDED IN CLASS C PROJECT COSTING:

1. Emergency Signal and pavement markings and a half-signal (flashing lights) for emergency vehicle departure
2. Streetlighting on Wallace Drive
3. Sidewalk Connection: Extended sidewalk letdown and connection across Hovey to the south crossing of Wallace Drive.



1 SITE PLAN
1 : 250

Floor Areas All Floors		
Level	Program	Area
LEVEL 3		443.02 m²
- 1		443.02 m²
LEVEL 1	Common	173.16 m²
LEVEL 2	Common	239.75 m²
Common: 2		412.91 m²
LEVEL 1	Fire Department	623.03 m²
LEVEL 2	Fire Department	58.23 m²
Fire Department: 2		681.27 m²
LEVEL 0 (U/G)	L0-M+E Services Spaces	96.80 m²
L0-M+E Services Spaces: 1		96.80 m²
LEVEL 3	L3-Common	102.06 m²
L3-Common: 1		102.06 m²
LEVEL 2	Municipal	1246.66 m²
Municipal: 1		1246.66 m²
LEVEL 2	Police	369.37 m²
LEVEL 1	Police	602.11 m²
Police: 2		971.48 m²
LEVEL 1	Recreation	999.99 m²
Recreation: 1		999.99 m²
LEVEL 0 (U/G)	U/G Occupied	486.80 m²
U/G Occupied: 1		486.80 m²
LEVEL 0 (U/G)	U/G Vehicle Area	287.56 m²
U/G Vehicle Area: 1		287.56 m²
Grand total: 13		5728.54 m²

hcma
architecture + design

201 - 844 Courtney Street 250.382.6650
Victoria BC V8W 1C4 hcma.ca

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Seal

Consultants

Key plan

Issued for

1	2025.12.16	SD Coord
2	2026.02.11	SD Coord.
3	2026.02.18	SD Coord

Project title
CENTRAL SAANICH CIVIC FACILITY

Client
District of Central Saanich

Site address
LOT A, HOVEY RD

Sheet title
SD SITE

Date Printed 2/23/2026 2:44:28 PM
Sheet number **Current Issue** 3

DSK00

Police	LEVEL 1	602.11 m²
Recreation	LEVEL 1	999.99 m²
Grand total: 4		2398.30 m²

Kitchen/Mtg
39.65 m²

TV

12.51 m²
5325

5.81 m²

Jan
2.74 m²

EXIT WALKWAY

Kitchenette

2450

Notes from Rec mtg:
requested 2 showers, 4 toilets, 4 dry stalls.

Note code calcs = 245 persons --> 3M, 5F fixtures.
See code consult markups - design intent will be for universal style change with open grooming areas

UP

DN

Changerooms
75.81 m²

General Art
208.98 m²

Offices
20.85 m²

dead end corridor needs path of egress to outdoors

Weightroom
266.62 m²

3550

Recreation
112.78 m²

Fitness + Dance
152.76 m²

9974

Multipurpose
118.85 m²

1
DSK06

G F E D C B A

1 2 3 4 5 6 7 8 9

1 FLOOR PLAN - LEVEL 1 - ALL PROGRAM

1 : 100

COST MANAGEMENT REPORT

Central Saanich Civic Saanichton, BC Class C Estimate

REPORT NUMBER 1.4
FEBRUARY 27, 2026

PREPARED FOR:
HCMA

Suite 300 – 30 East 6th Avenue, Vancouver, BC V5T 1J4
T 604 734 3126

Contents

Section Number	Description
1.0	Introduction
2.0	Executive Summary
3.0	Development Cost Summary
4.0	Basis & Assumptions
5.0	Exclusions
6.0	Construction Cost Summary
7.0	Recreation Costing
8.0	Alternative Price Items
9.0	Areas
10.0	Taxes
11.0	Project Schedule & Escalation
12.0	Pricing
13.0	Risk Mitigation
14.0	Contingencies
15.0	Documents Reviewed

APPENDICES:

APPENDIX I	Elemental Summary	2 page(s)
APPENDIX II	Cost Plan	47 page(s)
APPENDIX III	Recreation Costing Details	1 page(s)

1.0 Introduction

1.1 Instructions Received

This report has been prepared by BTY Group ("BTY") at the request of HCMA (the "Client").

The Client has appointed BTY to provide a Class C Estimate developed for the new Central Saanich Civic Facility in Saanichton, BC (the "Project"). The Project will be delivered using a Construction Management (CM) at Risk construction model and although the CM has been appointed construction model, BTY strongly recommends that estimates are prepared at each of the key design milestones.
This report has been prepared in accordance with the scope of our Fee Proposal, dated November 24, 2024, and is subject to the terms of that appointment.
Information related to the Project for the purposes of this report was received by BTY on January 26, 2026. Please refer to Section 15.0 for a list of information received in producing this report.

1.2 Report Reliance

This Report is owned by BTY Group, and it is provided for the benefit and sole reliance of the Client. BTY Group, its directors, staff, or agents do not make any express or implied representation or warranty whatsoever as to the factual accuracy of the information provided to us on behalf of the Client, its subcontractors or agents, upon which this Report is based. This Report contains confidential, proprietary information and related intellectual property rights of BTY Group which is licensed on a non-exclusive and limited basis to the Client and the Report may not be reproduced, transferred, copied, shared, or distributed, in whole or in part, to any party, without the express prior written permission of BTY Group.

1.3 Report Qualifications

This Report has been prepared based on information provided to us by the Client up to the date of issue of this Report. BTY Group does not accept any liability or accountability for information that has not been provided, or made available to us, at the time of preparing this Report. Any advice, opinions, or recommendations within this Report should be read and relied upon only in the context of the report as a whole. The contents do not provide legal, insurance or tax advice or opinion. Opinions in this report do not advocate for any party and if called upon to give oral or written testimony it will be given on the same assumption.

1.4 Contacts

Should you have any queries regarding the content of this report, please do not hesitate to contact either of

Jacky Yim
Associate Director
Tel: 604-734-3126
Email: jackyyim@bty.com

Nicholas Jackson
Director
Tel: 604-734-3126
Email: nicholasjackson@bty.com

This report has been prepared at the request of HCMA and is the exclusive property of BTY Group. The information must be treated as confidential and not to be disclosed, reproduced or permitted to be disclosed to any party without the prior consent of BTY Group.

2.0 Executive Summary

2.1 Report Purpose

The purpose of this report is to provide a realistic estimate of the Project cost based on the information available at the time of writing.

The opinion expressed in this report has been prepared without the benefit of detailed architectural, mechanical, electrical or processing system drawings and should, therefore, be considered a Schematic Design (Class C) estimate. Based on the documents reviewed, our estimate should be correct within a range of approximately 10% to 15%

To provide an accurate cost estimate for the Project, BTY Group strongly recommends that a professional Quantity Surveying organization, such as BTY Group, be retained to provide a detailed analysis of any design information produced on behalf of the Client during the remaining stages of design.

2.2 Project Background and Description

The proposed development consists of a 3-storey building on 1-level underground parkade. This will include the below facilities:

1. Police Station (L0 to L2)
2. Fire Hall (L1 to L2)
3. Recreation Centre (L1)
4. Municipal Hall (L2 to L3)

The main floor structure is a concrete frame supported by typical strip and pad footings. L2 to L3 floor structure will be concrete topping on metal deck on steel frame. Main roof will be 5-ply CLT roof panel on glulam/steel members. The exterior cladding consists of cementitious panels, aluminum double-glazed curtain and aluminum windows. The interior construction is metal stud partitions.

The mechanical system includes plumbing, drainage, fire protection, heating, ventilation, air-conditioning (HVAC), and controls. The mechanical site services included stormwater, stormwater detention tank, storm retention tank, sanitary sewer, fire, and water main services.

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2.3 Project Overview

Construction Budget Status	Details
Current Estimate	$58,372,600
Current Cost	$10,264 /m²
Project Specifics	
GFA	5,687 m²
Construction Start	Unknown
Construction Completion	Unknown
Duration	Unknown
Escalation	Excluded
Design Contingency	10.00%
Construction Contingency	Excluded

3.0 Development Cost Summary

The current estimated cost of the project may be summarized as follows:

	Item	Estimated Costs ($)
A	Land Cost (Excluded)	0
B	Construction	53,065,900
C	Contingencies	5,306,700
D	Professional Fees	0
E	Municipal & Connection Fees	0
F	Management & Overhead	0
G	Project Contingency	0
H	Furnishing, Fittings & Equipment	0
I	Financing Costs	0
J	Goods & Services Tax	0
	Sub-Total Project Cost	**$58,372,600**
K	Escalation (Excluded)	0
	Total Project Cost (Feb 2026 Dollars)	**$58,372,600**

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4.0 Basis & Assumptions

The construction estimate is based on the following list of assumptions:

1. Single phase
2. 3.5% General contractor's fee/profit
3. Workers will NOT undergo daily security checks
4. Foundations will consist of shallow strip and pad footings with perimeter foundation walls
5. Vertical cut basement excavation with shotcrete and anchors along the basement perimeter
6. Allowance of $99,000 included for ESC & dewatering
7. Exterior wall will be aluminum panels on wood studs with R25 insulation
8. Exterior glazing will be aluminum double-glazed
9. Roofing will be 2-ply SBS membarane with R40 insulation
10. Interior partitions will be wood studs walls
11. 20 no. of security door hardware
12. Allowance of $119,000 included for rooftop mechanical screen
13. Allowance of $250,000 included for finishes and millwork to Council Chamber fitout
14. Allowance of $22,000 included for kitchen equipment
15. Allowance of $55,000 included for installation of owner supplied items
16. Allowance of $300,000 for a packaged fire pump with a jockey pump is included
17. Allowance for a special fire suppression system for the Police Station vault at level 1 is included
18. The central heating/cooling plant is based on central Air source Heat Pumps (air-to-water ASHPs), electric boilers, heating/ cooling pumps, recirculation pumps, and a hydronic distribution system
19. No allowance for a commercial type of kitchen ventilation system (NFPA 96)
20. Rough-in only for PV system
21. Please refer to Appendix II for all other assumptions.

Please note that BTY is not qualified to act as design consultant. The assumptions in our estimate should be reviewed and corrected by the design team.

This report has been prepared at the request of HCMA and is the exclusive property of BTY Group. The information must be treated as confidentia disclosed, reproduced or permitted to be disclosed to any party without the prior consent of BTY Group.

5.0 Exclusions

The construction estimate includes all direct and indirect construction costs derived from the drawings and other information provided by the Consultants, except for the following:

1. Land costs
2. Professional fees and disbursements
3. Planning, administrative and financing costs
4. Legal fees and agreement costs / conditions
5. Building permits and development cost charges
6. Temporary facilities for user groups during construction
7. Removal of hazardous materials from existing site
8. Loose furnishings and equipment
9. Unforeseen ground conditions and associated extras
10. Environmental remediation outside building footprint
11. General contractor bonding
12. Phasing of the works and accelerated schedule
13. Decanting & moving
14. Costs associated with "LEED" certification
15. Project commissioning
16. Erratic market conditions, such as lack of bidders, proprietary specifications
17. Fuel oil system
18. PV system
19. Cost escalation past February 2026
20. Cost impacted by US Tariffs on material imported

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6.0 Construction Cost Summary

The estimated construction cost of the project may be summerized as follows:

Description	Costs $	Cost / GFA $ / m²	Cost / GFA $ / ft²	%
A1 SUBSTRUCTURE	2,033,700	357.61	33.22	3.8%
A2 STRUCTURE	8,163,400	1,435.45	133.36	15.4%
A3 EXTERIOR ENCLOSURE	8,678,200	1,525.97	141.77	16.4%
B1 PARTITIONS & DOORS	3,814,600	670.76	62.32	7.2%
B2 FINISHES	1,990,400	349.99	32.52	3.8%
B3 FITTINGS & EQUIPMENT	3,135,400	551.33	51.22	5.9%
C1 MECHANICAL	10,008,900	1,759.96	163.51	18.9%
C2 ELECTRICAL	5,076,500	892.65	82.93	9.6%
D1 SITE WORK	3,852,800	677.47	62.94	7.3%
D2 ANCILLARY WORK	0	0.00	0.00	0.0%
General Requirements (10%)	4,675,500	822.14	76.38	8.8%
Fees (3.5%)	1,636,500	287.76	26.73	3.1%
Net Construction Cost	**$53,065,900**	**9,331.09**	**866.89**	**100.0%**
Design Allowance (10%)	5,306,700	933.13	86.69	
Construction Allowance (Excluded)	0	0.00	0.00	
Total Construction Cost	**$58,372,600**	**10,264.22**	**953.58**	
Gross Floor Area (m²)		5,687 m²	61,214 ft²	
Net Construction Cost / m²		$9,331 /m²	$867 /ft²	
Total Construction Cost /m²		$10,264 /m²	$954 /ft²	

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7.0 Recreation Costing

The following items are identified separately as costs related specifically to the Recreation Center component and are included in our base estimate:

The percentage of recreation allocation has been derived using the calculation below:

1,000 m² (Rec)/5,687 m² (Total GFA) = 17.6%.

	Item	Add to Estimate ($)
1	Recreation Centre "Building"	6,623,500
2	Recreation Centre "Site Development"	803,000
	Total	**$7,426,500**

Please note that the above estimated cost includes general contractor's fees, and all contingencies.

Please refer to Appendix III for the details.

Note: $222,300 is the proportional cost to the recreation centre for post-disaster enhancements, however, this cost is not being allocated to overall recreation costs. The sum above does not include this premium.

8.0 Alternative Price Items

The following alternative items have been considered by the consultants:

	Item	Add to Estimate ($)
1	Exterior Cladding use Brick instead of Aluminum Panels	578,200
2	Exterior Cladding use Cementitious Panels instead of Aluminum Panels	389,400
3	Exterior Cladding use steel studs instead of wood studs backup wall	106,200
4	Interior partitions use steel studs instead of wood studs backup wall	234,100
5	Aluminum Curtain Walls use Triple-glazed instead of Double-glazed	126,400
6	Aluminum Window use Triple-glazed instead of Double-glazed	27,300
7	Add Common Area (70 m²)	321,600
8	Heating & Cooling system: Choosing a geo-exchange (ground-source) system instead of an air-to-water air-source heat pump (ASHP) system	1,993,000

Please note that the above estimated cost includes general contractor's fees, and all contingencies.

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9.0 Areas

The gross floor area of the project, measured in accordance with the guidelines established by the Canadian Institute of Quantity Surveyors, is:

Location	Parking	Occupied	Total
Level 0	297 m²	559 m²	559 m²
Level 1		2,433 m²	2,433 m²
Level 2		2,024 m²	2,024 m²
Level 3		671 m²	671 m²
Total Gross Floor Area	**297 m²**	**5,687 m²**	**5,687 m²**

10.0 Taxes

The estimate includes the Provincial Sales Tax (P.S.T.) where applicable.

The estimate excludes the Goods & Services Tax (G.S.T.).

11.0 Project Schedule & Escalation

No cost escalation allowance has been included in this estimate. BTY strongly recommends that the client establish a separate budget to cover the escalation cost from the date of this estimate to the mid-point of construction of the project. Our current projected escalation rates are shown below:

	2026	2027	2028 +
Current BTY Group Forecast	2% - 5%	2% - 4%	2% - 4%

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12.0 Pricing

This estimate has been priced at first quarter 2026 rates assuming a normal market. The unit rates utilized are considered a construction management form of contract with competitively bid sub-trade pricing.

The estimate allows for labour, material, equipment and other input costs at current rates and levels of productivity. It does not consider extraordinary market conditions, where bidders may be few and may include in their tenders' disproportionate contingencies and profit margins.

A separate allowance has not been included in the estimate to cover Canada's response to potential tariffs that may be imposed by the U.S. Government. Design, escalation and construction contingencies may also be adjusted to reflect the increased risk associated with the current environment. BTY will continue to monitor the construction market and adjust estimates to reflect current pricing.

13.0 Risk Mitigation

BTY Group recommends that the Owner, Project Manager and Design Team carefully review this document, including exclusions, inclusions and assumptions, contingencies, escalation and mark-ups. If the project is over budget, or if there are unresolved budgeting issues, alternative systems/schemes should be evaluated before proceeding into the next design phase.

Requests for modifications of any apparent errors or omissions to this document must be made to BTY Group within ten (10) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred with and accepted.

It is recommended that BTY Group design and propose a cost management framework for implementation. This framework would require that a series of further estimates be undertaken at key design stage milestones and a final update estimate be produced which is representative of the completed tender documents, project delivery model and schedule. The final updated estimate will address changes and additions to the documents, as well as addenda issued during the bidding process. BTY Group is unable to reconcile bid results to any estimate not produced from bid documents including all addenda.

14.0 Contingencies

14.1 Design Contingency

A design contingency of Ten Percent (10%) has been included in the estimate to cover modifications to the program, drawings and specifications during the design.

14.2 Construction Contingency

No construction contingency has been included in this estimate but BTY strongly recommends that the client establish a construction contingency to cover unforeseen costs which may arise during the construction period.

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15.0 Documents Reviewed

The list below confirms the information reviewed in preparing our report:

	Description	Revised Date
Drawings & Specifications		
	Architectural Set (6 sheets)	January 26, 2026
	Structural Set (5 sheets)	January 28, 2026
	Landscape &1 Civil Set (2 sheets)	February 3, 2026
	L2 Area Reduction Plan	February 3, 2026
	Architecural Elevations	February 4, 2026
	Reduced Floor Plan Rev. 2	February 9, 2026
Report		
	Geotechnical Report	April 10, 2025
	Mechanical and Electrical Report	January 28, 2026
	Landscape & Civil Report	February 3, 2026

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COST MANAGEMENT REPORT

Central Saanich Civic
Saanichton, BC

APPENDICES

APPENDIX I	Elemental Summary	2 page(s)
APPENDIX II	Cost Plan	47 page(s)
APPENDIX III	Recreation Costing Details	1 page(s)
#REF!	#REF!	#REF!

Suite 300 – 30 East 6th Avenue, Vancouver, BC V5T 1J4

T 604 734 3126

APPENDIX I

Elemental Summary

2 page(s)

Central Saanich Civic Facility, Saanichton, BC
Class C Estimate #1.4
February 27, 2026
GFA: 5,687 m²

Total

Element		Ratio G.F.A.	Element Quantity	Unit	Average Unit Cost	Amount $	Total Cost $	Cost/Floor Area $/ m²	%
A1	**SUBSTRUCTURE**						**2,033,700**	**357.61**	**4.2%**
A11.1	Standard Foundations	1.00	5,687	m²	131.53	748,000		131.53	
A11.2	Special Foundations	1.00	5,687	m²	94.43	537,000		94.43	
A12	Basement Excavation	1.04	5,906	m³	126.77	748,700		131.65	
A2	**STRUCTURE**						**8,163,400**	**1,435.45**	**16.8%**
A21	Lowest Floor Construction	0.46	2,634	m²	224.41	591,200		103.96	
A22.1	Upper Floor Construction	0.62	3,551	m²	1,264.97	4,491,900		789.85	
A22.2	Stair Construction	0.05	258	risr	1,291.86	333,300		58.61	
A23	Roof Construction	0.39	2,226	m²	1,234.05	2,747,000		483.03	
A3	**EXTERIOR ENCLOSURE**						**8,678,200**	**1,525.97**	**17.8%**
A31	Structural Walls Below Grade	0.14	814	m²	990.03	805,500		141.64	
A32.1	Walls Above Grade	0.36	2,072	m²	1,606.00	3,328,400		585.26	
A32.2	Structural Walls Above Grade	0.00	0	m²	0.00	0		0.00	
A32.3	Curtain Walls	0.03	183	m²	1,924.73	352,900		62.05	
A33.1	Windows & Louvres	0.01	48	m²	2,008.33	96,400		16.95	
A33.2	Glazed Screens	0.14	793	m²	1,429.99	1,134,500		199.49	
A33.3	Doors	0.00	10	lvs.	30,880.00	308,800		54.30	
A34.1	Roof Covering	0.39	2,226	m²	621.92	1,384,400		243.43	
A34.2	Skylights	0.00	0	m²	0.00	0		0.00	
A35	Projections	0.13	753	m²	1,682.49	1,267,300		222.84	
B1	**PARTITIONS & DOORS**						**3,814,600**	**670.76**	**7.8%**
B11.1	Fixed Partitions	0.92	5,257	m²	354.21	1,862,000		327.41	
B11.2	Moveable Partitions	0.00	0	m²	0.00	86,300		15.17	
B11.3	Structural Partitions	0.30	1,710	m²	605.50	1,035,500		182.08	
B12	Doors	0.03	169	lvs.	4,915.98	830,800		146.09	
B2	**FINISHES**						**1,990,400**	**349.99**	**4.1%**
B21	Floor Finishes	0.89	5,086	m²	123.96	630,500		110.87	
B22	Ceiling Finishes	0.89	5,086	m²	170.87	869,100		152.82	
B23	Wall Finishes	1.97	11,210	m²	43.78	490,800		86.30	
B3	**FITTINGS & EQUIPMENT**						**3,135,400**	**551.33**	**6.4%**
B31.1	Metals	1.00	5,687	m²	68.24	388,100		68.24	
B31.2	Millwork	1.00	5,687	m²	152.80	869,000		152.80	
B31.3	Specialties	1.00	5,687	m²	177.47	1,009,300		177.47	
B32	Equipment	1.00	5,687	m²	13.54	77,000		13.54	
B33.1	Elevators	0.00	6	stop	132,000	792,000		139.26	
B33.2	Escalators & Moving Walkways	0.00	0	no.	0.00	0		0.00	
B33.3	Material Handling Systems	0.00	0	no.	0.00	0		0.00	
C1	**MECHANICAL**						**10,008,900**	**1,759.96**	**20.6%**
C11	Plumbing and Drainage	1.00	5,687	m²	519.29	2,953,200		519.29	
C12	Fire Protection	1.00	5,687	m²	174.77	993,900		174.77	
C13	HVAC	1.00	5,687	m²	943.91	5,368,000		943.91	
C14	Controls	1.00	5,687	m²	122.00	693,800		122.00	
C2	**ELECTRICAL**						**5,076,500**	**892.65**	**10.4%**
C21	Service & Distribution	1.00	5,687	m²	278.44	1,583,500		278.44	
C22	Lighting, Devices & Heating	1.00	5,687	m²	375.80	2,137,200		375.80	
C23	Systems & Ancillaries	1.00	5,687	m²	238.40	1,355,800		238.40	
Z1	**GENERAL REQUIREMENTS & FEES**						**5,791,900**	**1,018.45**	**11.9%**
Z11	General Requirements	10.0%				4,290,200		754.39	
Z12	Fee	3.5%				1,501,700		264.06	
NET BUILDING COST							**$48,693,000**	**8,562.16**	**100%**

COST CONSULTANTS **A1-1**

Central Saanich Civic Facility, Saanichton, BC
Class C Estimate #1.4
February 27, 2026
GFA: 5,687 m²

Total

Element		Ratio G.F.A.	Element Quantity	Element Unit	Average Unit Cost	Amount $	Total Cost $	Cost/Floor Area $/ m²	%
NET BUILDING COST							**$48,693,000**	**8,562.16**	
D1	**SITE WORK**						**3,852,800**	**677.47**	
D11.1	Site Preparation	1.00	5,687	m²	28.54	162,300		28.54	
D11.2	Hard Surfaces	1.00	5,687	m²	232.25	1,320,800		232.25	
D11.3	Site Improvements	1.00	5,687	m²	101.58	577,700		101.58	
D11.4	Landscaping	1.00	5,687	m²	57.83	328,900		57.83	
D12	Mechanical Site Services	1.00	5,687	m²	194.41	1,105,600		194.41	
D13	Electrical Site Services	1.00	5,687	m²	62.86	357,500		62.86	
D2	**ANCILLARY WORK**						**0**	**0.00**	
D21.1	Demolition	0.00	0	m²	0.00	0		0.00	
D21.2	Hazardous Materials	0.00	0	m²	0.00	0		0.00	
D22	Alteration	0.00	0	m²	0.00	0		0.00	
Z1	**GENERAL REQUIREMENTS & FEES**						**520,100**	**91.45**	
Z11	General Requirements	10.0%				385,300		67.75	
Z12	Fee	3.5%				134,800		23.70	
NET CONSTRUCTION COST							**$53,065,900**	**9,331.09**	
Z2	**ALLOWANCES**						**5,306,700**	**933.13**	
Z21	Design Allowance	10.0%				5,306,700		933.13	
Z23	Construction Allowance	0.0%				0		0.00	
SUBTOTAL CONSTRUCTION COST							**$58,372,600**	**10,264.22**	
Goods & Services Tax		0.0%					**0**	**0.00**	
TOTAL CONSTRUCTION COST							**$58,372,600**	**10,264.22**	

Notes:

APPENDIX II

Cost Plan

47 page(s)

Description	Quantity	Unit	Rate	Amount
A1 SUBSTRUCTURE				
A11.1 Standard Foundations				
Allowance for strip & pad footings	5,984	m²	110.00	658,200
Allowance for perimeter drainage	178	lm	88.00	15,700
Extra over post-disaster structural premium	1	sum	74,100.00	74,100
Total Standard Foundations				***$748,000***

Description	Quantity	Unit	Rate	Amount
A1 SUBSTRUCTURE				
A11.2 Special Foundations				
Shotcrete	814	m²	660.00	537,000
Total Special Foundations				***$537,000***

Description	Quantity	Unit	Rate	Amount
A1 SUBSTRUCTURE				
A12 Basement Excavation				
Basement excavation	5,906	m^3	110.00	649,700
Allowance for erosion & sediment control, dewatering	1	sum	99,000.00	99,000
Total Basement Excavation				***$748,700***

Description	Quantity	Unit	Rate	Amount
A2 STRUCTURE				
A21 Lowest Floor Construction				
L0: Concrete slab on grade	856	m²	165.00	141,200
L0: Concrete ramp on grade	201	m²	198.00	39,900
L1: Concrete slab on grade	1,577	m²	165.00	260,200
Extra over for heavy-duty slab to apparatus bays	1	sum	56,320.00	56,300
Extra over post-disaster structural premium	1	sum	54,700.00	54,700
Extra over for trench grate & frame to apparatus bays	1	sum	35,640.00	35,600
Extra over for recessed slab with floor drains to hose drying	1	sum	3,300.00	3,300
Total Lowest Floor Construction				***$591,200***

Description	Quantity	Unit	Rate	Amount
A2 STRUCTURE				
A22.1 Upper Floor Construction				
L1: Suspended concrete slab with slab bands on concrete beams and columns	856	m²	880.00	753,300
L2: 89mm concrete topping on38mm steek deck on steel OWSJ, beams, bracing & columns	2,024	m²	1,155.00	2,337,700
L3: 89mm concrete topping on38mm steek deck on steel OWSJ, beams, bracing & columns	671	m²	1,155.00	775,000
Allowance for spray fireproofing below steel deck	2,024	m²	60.50	122,500
Allowance for fire stopping	1	sum	78,122.00	78,100
Extra over post-disaster structural premium	1	sum	425,300.00	425,300
Total Upper Floor Construction				***$4,491,900***

Description	Quantity	Unit	Rate	Amount
A2 STRUCTURE				
A22.2 Stair Construction				
Exit stairs: Steel stairs with concrete fill	201	risr	660.00	132,700
Lobby: Feature stairs	57	risr	3,520.00	200,600
Total Stair Construction				***$333,300***

Description	Quantity	Unit	Rate	Amount
A2 STRUCTURE				
A23 Roof Construction				
L1: Suspended concrete slab with slab bands on concrete beams and columns	11	m²	880.00	9,700
L2: 38mm steek deck on steel OWSJ, beams, bracing & columns	191	m²	1,045.00	199,600
L3: 38mm steek deck on steel OWSJ, beams, bracing & columns	1,353	m²	1,045.00	1,413,900
Main: 5-ply CLT panel on hybrid members	671	m²	1,210.00	811,900
Extra over post-disaster structural premium	1	sum	267,900.00	267,900
Allowance for housekeeping pads for rooftop equipment	1	sum	44,000.00	44,000
Total Roof Construction				***$2,747,000***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A31 Structural Walls Below Grade				
Concrete basement walls with rigid insulation and waterproofing membrane	814	m²	990.00	805,500
Total Structural Walls Below Grade				***$805,500***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A32.1 Walls Above Grade				
Aluminum panels on wood stud with R25 insulation	2,072	m²	1,606.00	3,328,400
Total Walls Above Grade				***$3,328,400***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A32.3 Curtain Walls				
Aluminum doubled-glazed curtain walls	183	m²	1,925.00	352,900
Allowance for structural steel support		incl.		
Total Curtain Walls				***$352,900***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A33.1 Windows & Louvres				
Aluminum doubled-glazed windows	48	m²	1,320.00	63,400
Allowance for metal louvres	1	sum	33,000.00	33,000
Total Windows & Louvres				***$96,400***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A33.2 Glazed Screens				
Aluminum doubled-glazed storefront	793	m²	1,430.00	1,134,500
Allowance for structural steel support	assume not req'd			
Total Glazed Screens				***$1,134,500***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A33.3 Exterior Doors				
Hollow metal single doors including frame and hardware	4	lv(s)	4,180.00	16,700
Aluminium double doors including frame and hardware	1	pr(s)	8,140.00	8,100
Extra over for automatic door openers	5	no.	4,950.00	24,800
Overhead security garage door 7564 x 4900mm high	1	no.	61,154.94	61,200
Overhead doors with clear glass to the front of apparatus bays	3	no.	66,000.00	198,000
Total Exterior Doors				***$308,800***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A34.1 Roof Covering				
2-ply SBS roofing with R40 insulation	2,226	m²	605.00	1,346,700
Extra over for concrete pavers to outdoor patio on L1 & L2	39	m²	275.00	10,700
Allowance for galvanized steel guardrails to outdoor patio on upper floor	14	lm	660.00	9,200
Allowance for concrete pavers to rooftop mechanical	1	sum	17,800.00	17,800
Total Roof Covering				***$1,384,400***

Description	Quantity	Unit	Rate	Amount

A3 EXTERIOR ENCLOSURE

A34.2 Skylights

Assume no skylights excl.

Total Skylights

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A35 Projections				
Metal soffits	31	m²	1,540.00	47,700
Allowance for steel canopies to outdoor patio	18	m²	2,200.00	40,000
Allowance for steel canopies to entry plaza	100	m²	2,200.00	220,000
Exterior metal sunshades to curtain wall	183	m²	660.00	121,000
Allowance for sunshades to exterior glazing (assume 50% of other exterior glazing)	421	m²	660.00	277,600
Allowance for canopies to exits	4	loc	2,750.00	11,000
Allowance for rooftop mechanical screen (allow 10x10m, 1.8m ht)	1	sum	119,000.00	119,000
Allowance for CLT canopy at the South and West of the building (3-ply CLT with SBS roofing/cladding supported by steel columns)	170	m²	2,535.17	431,000
Total Projections				***$1,267,300***

Description	Quantity	Unit	Rate	Amount
B1 PARTITIONS & DOORS				
B11.1 Fixed Partitions				
Interior metal stud drywall partitions	3,907	m²	231.00	902,400
Extra over for soundproof partitions	270	m²	110.00	29,700
Extra over for security mesh partitions	365	m²	143.00	52,200
Allowance for interior glazed partitions (assume 5% of total interior walls)	586	m²	1,045.00	612,400
Interior security glazed partition to Reception	3	m²	3,300.00	8,500
Recreation Centre				
Interior metal stud drywall partitions	662	m²	231.00	153,000
Allowance for interior glazed partitions (assume 5% of total interior walls)	99	m²	1,045.00	103,800
Total Fixed Partitions				***$1,862,000***

Description	Quantity	Unit	Rate	Amount
B1 PARTITIONS & DOORS				
B11.2 Moveable Partitions				
Allowance for folding partitions on L3	65	m²	1,320.00	86,300
Total Moveable Partitions				***$86,300***

Description	Quantity	Unit	Rate	Amount
B1 PARTITIONS & DOORS				
B11.3 Structural Partitions				
Interior concrete walls to stairwell and elevator shaft	1,075	m²	715.00	768,900
Interior concrete block walls to L0	496	m²	440.00	218,200
Interior fully grouted concrete block cell walls	86	m²	495.00	42,600
Extra over for soundproof to L0 block walls at interview room	53	m²	110.00	5,800
Total Structural Partitions				***$1,035,500***

Description	Quantity	Unit	Rate	Amount
B1 PARTITIONS & DOORS				
B12 Interior Doors				
Hollow metal / Solid core wood single door including frame and hardware	140	lv(s)	3,300.00	462,000
Hollow metal / Solid core wood double door including frame and hardware	6	pr(s)	6,380.00	38,300
Extra over for soundproof doors (allowance)	11	no.	2,200.00	24,200
Extra over for security door hardware (allowance)	20	no.	1,650.00	33,000
Extra over for automatic door openers (allowance)	20	no.	4,950.00	99,000
Cell doors	3	no.	9,900.00	29,700
Overhead security door 4860 x 4000mm high to secure vehicle bav	2	no.	31,680.00	63,400
Overhead security door 5270 x 4000mm high to sally port	1	no.	34,782.00	34,800
Allowance for lockable galvanized steel access panels	10	no	550.00	5,500
Recreation Centre				
Hollow metal / Solid core wood single door including frame and hardware	7	lv(s)	3,300.00	23,100
Hollow metal / Solid core wood double door including frame and hardware	2	pr(s)	6,380.00	12,800
Extra over for automatic door openers (allowance)	1	no.	4,950.00	5,000
Total Interior Doors				***$830,800***

Description	Quantity	Unit	Rate	Amount
B2 FINISHES				
B21 Floor Finishes				
Traffic coating to parking, secure vehicle bay & sally port	390	m²	71.50	27,900
Carpet to offices, interview, workstations, meeting and dorms	874	m²	99.00	86,500
Ceramic floor tiles to washrooms, lockers/change room and janitor	275	m²	132.00	36,200
Concrete sealer to apparatus bays, service rooms and stairs	553	m²	27.50	15,200
Epoxy flooring to cells, SCBA	39	m²	198.00	7,600
Anti-static flooring to electrical and IT rooms	74	m²	165.00	12,200
Rubber flooring to fitness	82	m²	110.00	9,000
Marmoleum flooring to other areas	1,950	m²	143.00	278,900
Floor grille /walk-off mat system insert at main entrances	1	sum	11,000.00	11,000
Allowance for tactile warning to stairs and landings	1	sum	33,000.00	33,000
Allowance for line painting and safety markings within apparatus bays and parkade	1	sum	5,500.00	5,500
Recreation Centre				
Carpet to offices	13	m²	99.00	1,300
Rubber flooring to fitness and weightroom	390	m²	110.00	42,900
Ceramic floor tiles to washrooms, lockers/change room and janitor	61	m²	132.00	8,100
Marmoleum flooring to other areas	386	m²	143.00	55,200
Total Floor Finishes				***$630,500***

Description	Quantity	Unit	Rate	Amount
B2 FINISHES				
B22 Ceiling Finishes				
Suspended GWB to washrooms, lockers/change room and janitor	275	m²	198.00	54,400
Paint to apparatus bays and service rooms	553	m²	55.00	30,400
Suspended T-bar ceiling to all other areas	3,409	m²	132.00	449,900
Extra over for acoustic treatment to interviews and quiet	8	loc	5,500.00	44,000
Extra over for Epoxy painted fire-retardant plywood ceiling with pick-resistant epoxy caulking to cells	28	m²	330.00	9,200
Allowance for bulkheads	1	sum	110,000.00	110,000
Allowance for special ceiling finishes to lobby	1	sum	55,000.00	55,000
Recreation Centre				
Suspended GWB to washrooms, lockers/change room and janitor	61	m²	198.00	12,100
Suspended T-bar ceiling	789	m²	132.00	104,100
Total Ceiling Finishes				***$869,100***

Description	Quantity	Unit	Rate	Amount
B2 FINISHES				
B23 Wall Finishes				
Ceramic wall tiles to washroom, 2.2m high	80	m²	220.00	17,600
Paint to all other walls	9,450	m²	22.00	207,900
Extra over for epoxy wall paint to Cells	3	rms	2,750.00	8,300
Allowance for acoustic wall panels to police	1	sum	220,000.00	220,000
Recreation Centre				
Paint to all walls	1,680	m²	22.00	37,000
Total Wall Finishes				***$490,800***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31.1 Metals				
Steel stair handrails	70	lm	275.00	19,300
Steel stair guardrails	70	lm	412.50	29,000
Guardrails to feature stairs and open to below	48	lm	2,200.00	105,400
Steel guardrail at mezzanine	17	lm	412.50	7,000
Allowance for metal bollards to apparatus bay, parkade and around building perimeter	30	no.	1,100.00	32,600
Extra over for galvanized steel hose hangers	1	sum	8,800.00	8,800
Allowance for structural steel support for hose hoist	1	sum	22,000.00	22,000
Allowance for elevator pit ladders	1	sum	5,500.00	
Security bars at ductwork, cable trays and conduit penetrations, including provision of addition steel studs, etc.	1	sum	44,000.00	44,000
Allowance for misc. metals	1	sum	103,000.00	103,000
Recreation Centre				
Allowance for misc. metals	1	sum	17,000.00	17,000
Total Metals				***$388,100***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31.2 Millwork				
Allowance for millwork				
Common	1	sum	21,000.00	21,000
Municipal Hall	1	sum	211,000.00	211,000
Fire Department	1	sum	163,000.00	163,000
Police	1	sum	169,000.00	169,000
Allowance for finishes and millwork to Council Chamber fitout	1	sum	250,000.00	250,000
Recreation Centre				
Allowance for millwork	1	sum	55,000.00	55,000
Total Millwork				***$869,000***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31.3 Specialties				
Fire Department				
Allowance for washroom accessories	5	sets	4,400.00	22,000
Metal lockers (full height, 18"x18")	16	no.	1,650.00	26,400
Built-in bed to dorm	4	no.	3,300.00	13,200
Wall mounted PPE racks to turnaround gear	20	no.	1,320.00	26,400
Allowance for rappelling anchors to hose drying	1	sum	5,500.00	5,500
Allowance for mirrors to fitness room (assume 2.2m ht)	1	sum	5,500.00	5,500
Allowance for SS backsplash around shower & boot spray area	1	sum	5,500.00	5,500
SCBA gear, racks, fill station		excl.		
Slide poles in Fire Hall		not require		
Police				
Allowance for washroom accessories	10	sets	4,400.00	44,000
Metal lockers (full height, 18"x18")	10	no.	1,650.00	16,500
Metal lockers (full height, 12"x12")	10	no.	1,430.00	14,300
Concrete bed to cells	3	no.	1,650.00	5,000
Allowance for mirrors to fitness room (assume 2.2m ht)	1	sum	7,700.00	7,700
Allowance for wall protection & corner guards	1	sum	165,000.00	165,000
Storage shelving for firearms, gear room		excl.		
Vault		excl.		
Lockers for pass-thru evidence, gun, taser, drying		excl.		

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31.3 Specialties				
Municipal Hall				
Allowance for washroom accessories	8	sets	4,400.00	35,200
Metal lockers (full height, 18"x18")	10	no.	1,650.00	16,500
Metal lockers (2-tier)	10	no.	1,815.00	18,200
High density storage		excl.		
Recreation Centre				
Allowance for washroom accessories	9	sets	4,400.00	39,600
Allowance for mirrors to weight room, fitness + dance and multipurpose	1	sum	22,000.00	22,000
Allowance for ballet railing	1	sum	5,280.00	5,300
Misc.				
Fire safety plan	4	levels	660.00	2,600
Allowance for interior signage	1	sum	77,000.00	77,000
Allowance for rough carpentry	1	sum	206,000.00	206,000
Allowance for janitor shelf and SS backsplash around mop sink	1	sum	8,800.00	8,800
Allowance for tackboards and whiteboards (incl. in FF&E)		excl.		
Roller shades to windows (manual operated)	1,025	m²	165.00	169,100
Allowance for misc. specialties	1	sum	52,000.00	52,000
Open stations		excl.		
Total Specialties				***$1,009,300***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B32 Equipment				
Allowance for roof anchors	1	sum		
Allowance for kitchen equipment to lunch room in police	1	sum	11,000.00	11,000
Allowance for kitchen equipment to lunch room in fire hall	1	sum	11,000.00	11,000
Fitness equipment - incl. in FF&E		excl.		
Laundry equipment - incl. in FF&E		excl.		
Fire fighting equipment - incl. in FF&E		excl.		
Motorized hose hoist to hose drying - incl. in FF&E		excl.		
Kitchen equipment to outdoor deck		excl.		
Allowance for installation of owner supplied items	1	sum	55,000.00	55,000
Recreation Centre				
Allowance for kilns and turning wheels to General Art room - incl. in FF&E		excl.		
Fitness equipment - incl. in FF&E		excl.		
Art equipment (Kilns, turning wheels) - incl. in FF&E		excl.		
Total Equipment				***$77,000***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B33.1 Elevators				
Passenger/Service elevators (3 stops)	2	no.	396,000.00	792,000
Total Elevators				***$792,000***

Description	Quantity	Unit	Rate	Amount
C1 MECHANICAL				
C11 Plumbing and Drainage				
Allowance for plumbing and drainage Plumbing fixtures Sumps and elevator pits Water meters c/w RBPA Electric centralized domestic hot water system DHW recirculation pumps Domestic Piping and insulation DHW recirculation piping Sanitary drainage and venting Stormwater drainage Heat tracing and trap primers Miscellaneous- testing, balancing and commissioning, seismic restraint, documentation, drawings, etc.				
Parking	297	m²	144.38	42,900
Common	390	m²	207.90	81,100
Allow cold-water line serving the irrigation system c/w RPBA and metered	1	sum	34,650.00	34,700
Municipal Hall	1,921	m²	381.15	732,200
Fire Department	1,349	m²	635.25	857,000
Fire Department: compressed air/ SCBA system (Introba report page 12 of 49)	1	sum	132,825.00	132,800
Police	1,027	m²	577.50	593,100
Extra-over for vandal-resistant penal fixtures for cells	1	sum	80,850.00	80,900
Recreation Centre	1,000	m²	398.48	398,500
Notes: No allowance for natural gas system No allowance for fuel oil system				
Total Plumbing and Drainage				***$2,953,200***

Description	Quantity	Unit	Rate	Amount
C1 MECHANICAL				
C12 Fire Protection				
Allowance for fire protection Dry and wet fire sprinkler system Fire extinguishers Dry compressor Fire department connection Testing and certification				
Parking	297	m²	69.30	20,600
Common	390	m²	103.95	40,500
Incoming DCVA assembly	1	no	17,325.00	17,300
Allowance for packaged fire pump with jockey pump - Main Mech. Rm L0	1	sum	300,000.00	300,000
Fire suppression system for Main Comm Rm, L0	1	loc.	20,790.00	20,800
Municipal Hall	1,921	m²	86.63	166,400
Fire suppression system for IT Build & IT Rm, L2	1	sum	25,410.00	25,400
Fire Department	1,349	m²	103.95	140,200
Clean agent system for Server, L1	1	loc.	17,325.00	17,300
Police	1,027	m²	103.95	106,800
Special fire suppression for the Vault, L1	1	loc.	23,100.00	23,100
Fire suppression system for Server, L1	1	loc.	17,325.00	17,300
Recreation Centre	1,000	m²	98.18	98,200
Note: No allowance for kitchen hood fire suppression system				
Total Fire Protection				***$993,900***

Description	Quantity	Unit	Rate	Amount
C1 MECHANICAL				
C13 HVAC				
Allowance for ventilation, PEF-1and heating only				
PEF-1				
Parking	297	m²	213.68	63,500
Allowance for HVAC system				
Hydronic heating/ cooling plant - ASHP with electric trim boiler (recommended)				
Terminal heating and cooling unit, TBD				
ERV-1, 1.1, 2, 3, 4, 5 and 6				
Dedicated split system for electrical/ Comm rooms				
Allowance for AC to all units, VRF system				
Supply and exhaust ventilation fans				
Kitchen exhaust (residential type, NFPA 96 not required)				
Vehicle exhaust extraction system for apparatus bay of the fire department				
Hydronic heating and cooling piping				
Refrigerant piping and condensate drainage piping				
Water and air balancing				
Miscellaneous- testing, commissioning, seismic restraint, documentation, drawings, etc.				
Common	390	m²	577.50	225,200
Municipal Hall	1,921	m²	750.75	1,442,200
Fire Department	1,349	m²	1,131.90	1,526,900
Police	1,027	m²	1,155.00	1,186,200
Recreation Centre	1,000	m²	924.00	924,000

Notes:
i. The HVAC system above only allowed ASHP with electric trim boilers for the heating/ cooling plant
ii. Geothermal system refers to the Section 8, Alternate Price Item AP7

Total HVAC	***$5,368,000***

Description	Quantity	Unit	Rate	Amount

C1 MECHANICAL

C14 Controls

Allowance for Controls (BAS) system
Thermostats
CO2 and humidity sensors
DHW plant and pumps
HVAC plant, pumps, and ERVs
Misc. fans
Fire pump controller
Control wiring
Miscellaneous- testing, commissioning, training, documentation, drawings, etc.

Parking	297	m²	69.30	20,600
Common	390	m²	115.50	45,000
Municipal Hall	1,921	m²	109.73	210,800
Fire Department	1,349	m²	127.05	171,400
Police	1,027	m²	127.05	130,500
Recreation Centre	1,000	m²	115.50	115,500

Total Controls	***$693,800***

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C21 Service & Distribution				
Parking and Common				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Level 2 - EV chargers Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	687	m²	185.90	127,700
Rough-in only to PV system	1	sum	8,000.00	8,000
Municipal Hall				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	1,921	m²	228.80	439,500
Rough-in only to PV system	1	sum	8,000.00	8,000

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C21 Service & Distribution				
Fire Department				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	1,349	m²	314.60	424,400
Rough-in only to PV system	1	sum	8,000.00	8,000
Police				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	1,027	m²	314.60	323,100
Rough-in only to PV system	1	sum	8,000.00	8,000

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C21 Service & Distribution				
Recreation Centre				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	1,000	m^2	228.80	228,800
Rough-in only to PV system	1	sum	8,000.00	8,000
Total Service & Distribution				***$1,583,500***

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C22 Lighting, Devices & Heating				
Parking and Common				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	687	m²	257.40	176,800
Municipal Hall				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	1,921	m²	414.70	796,600
Fire Department				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	1,349	m²	429.00	578,700
Police				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	1,027	m²	486.20	499,300

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C22 Lighting, Devices & Heating				
Recreation Centre				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	1,000	m²	85.80	85,800
Total Lighting, Devices & Heating				***$2,137,200***

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C23 Systems & Ancillaries				
Parking and Common				
Allowance for system and ancillaries Fire alarm system communication system Security and CCTV system Testing and verification	687	m²	85.80	58,900
Municipal Hall				
Allowance for system and ancillaries Fire alarm system communication system c/w dedicated UPS Security and cut system Av System rough in Security and cut system Testing and verification	1,921	m²	214.50	412,100
Fire Department				
Allowance for system and ancillaries Fire alarm system communication system c/w dedicated UPS Security and cut system Av System rough in Security and cut system Public safety radio /communication enchantment system Testing and verification	1,349	m²	257.40	347,200
Police				
Allowance for system and ancillaries Fire alarm system communication system c/w dedicated UPS Security and cut system Av System rough in Security and cut system Public safety radio /communication enchantment svstem/Antenna svstem Testing and verification	1,027	m²	314.60	323,100

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C23 Systems & Ancillaries				
Recreation Centre				
Allowance for system and ancillaries	1,000	m²	214.50	214,500
Fire alarm system				
communication system c/w dedicated UPS				
Security and cut system				
Av System rough in				
Security and cut system				
Testing and verification				
Total Systems & Ancillaries				***$1,355,800***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D11.1 Site Preparation				
Allowance for site grab & clearing incl. trees removal	1	sum	162,327.00	162,300
Allowance for rough grading		incl.		
Total Site Preparation				***$162,300***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D11.2 Hard Surfaces				
Concrete aprons to apparatus bays	516	m²	330.00	170,300
Asphalt paving (heavy duty) to parking	3,965	m²	165.00	654,200
Concrete slab on grade	397	m²	220.00	87,300
Patterned concrete slab on grade to plaza	275	m²	275.00	75,600
Concrete curbs	573	lm	165.00	94,500
Allowance for line marking	1	sum	22,000.00	22,000
Concrete sidewalk - Off site	523	m²	275.00	143,800
Allowance for asphalt bike lane - Off site	159	m²	82.50	13,100
Allowance for make good to the existing paving	1	sum	55,000.00	55,000
Allowance for new pedestrian crossing - Off site	2	loc	2,500.00	5,000
Total Hard Surfaces				***$1,320,800***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D11.3 Site Improvements				
Custom wood slat benches	46	lm	3,300.00	151,800
Chain link fence 1.8m tall	119	lm	440.00	52,400
Allowance for power operated vehicles gates (swing, 2-3m wide)	1	pr(s)	22,000.00	22,000
Allowance for man gate	1	no.	2,200.00	2,200
Post and rail fencing 1.2m tall	265	lm	440.00	116,600
Metal guardrails above walls beside ramp	60	lm	550.00	33,000
Picnic table and chairs	1	sum	5,500.00	5,500
Allowance for concrete planter walls	1	sum	115,000.00	115,000
Allowance for storm management pond	incl. in Mech Site			
Allowance for public art	1	sum	22,000.00	22,000
Tree grates	5	no.	1,320.00	6,600
Wood cube seats	14	no.	1,650.00	23,100
Allowance for exterior signage	1	sum	11,000.00	11,000
Allowance for flag pole	1	sum	16,500.00	16,500
Allowance for bike racks (by City)		excl.		
Allowance for trash receptacles (by City)		excl.		
Allowance for relocating bus stop (by TransLink) - Off site		excl.		
Total Site Improvements				***$577,700***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D11.4 Landscaping				
Soil cells	5	loc	3,300.00	16,500
Hydroseed - Off site	125	m²	33.00	4,100
Shrubs	1,053	m²	66.00	69,500
Trees	41	no.	1,320.00	54,100
Allowance for bio-swale c/w tie into ex. ditch	307	m²	165.00	50,700
Allowance for topsoil	558	m³	77.00	43,000
Allowance for irrigation	1	sum	91,000.00	91,000
Total Landscaping				***$328,900***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D12 Mechanical Site Services				
Connection fee		excl.		
On-site mechanical site services				
Allowance for new water main	1	sum	40,425.00	40,400
Allowance for main water meter c/w chamber	1	no	86,625.00	86,600
Tie into off-site water main		incl.		
Excavation, bedding, and backfilling		incl.		
Sanitary sewer				
150 PVC stm piping	11	m	288.75	3,200
Tie into off-site san main	1	loc.	5,775.00	5,800
Excavation, bedding, and backfilling	1	sum	4,735.50	4,700
CCTV inspection		incl.		
Stormwater drainage				
Flow control manhole	2	no	13,860.00	27,700
Allowance for oil interceptor	1	no	75,075.00	75,100
Manhole	1	no	8,085.00	8,100
Catch basin	5	no	4,042.50	20,200
Catch basin manhole	2	no	6,352.50	12,700
150 PVC stm piping	150	m	288.75	43,300
200 PVC stm piping	30	m	404.25	12,100
Tie into off-site stm main	2	loc.	5,775.00	11,600
Excavation, bedding, and backfilling	1	sum	72,799.65	72,800
CCTV inspection		incl.		
Storm detention tank, 65m3	1	no	175,600.00	175,600
Excavation, disposal, bedding, and backfilling		incl.		
Shoring and safety		incl.		
Storm detention pond, 50m3 c/w headwall	1	sum	57,800.00	57,800
Excavation, disposal, bedding, and backfilling		incl.		

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D12 Mechanical Site Services				
Off-site mechanical site services				
Allowance for new water main, 150mm	1	sum	149,572.50	149,600
Tie into ex. water main	2	loc.	17,325.00	34,700
Excavation, bedding, and backfilling		incl.		
Sanitary sewer				
150 PVC stm piping	7	m	288.75	2,000
Tie into existing main	1	loc.	11,550.00	11,600
Excavation, disposal, bedding, and backfilling	1	sum	3,927.00	3,900
CCTV inspection		incl.		
Stormwater drainage				
Culvert c/w headwall	1	sum	19,866.00	19,900
Catch basin	2	no	4,042.50	8,100
Manhole	2	no	9,817.50	19,600
150 PVC stm piping	7	m	346.50	2,400
250 PVC stm piping	60	m	444.68	26,700
Tie into existing main	1	loc.	11,550.00	11,600
Excavation, disposal, bedding, and backfilling	1	sum	34,419.00	34,400
CCTV inspection		incl.		
Bioswale	incl. in D11.4 landscaping			
Gas line - EXCLUDED	not required			
Misc.				
Allowance for underground services coordination	1	sum	11,550.00	11,600
Allowance for re/re existing road (Wallace Dr. & Hovery Rd.) affected by mechanical site services	1	sum	111,800.00	111,800

Notes:
i. No allowance for existing underground service relocation.
ii. The mechanical site service above is based on the civil drawing by Urban Systems (Figure F01, Issued for coordination, Feb 03, 2026).

Total Mechanical Site Services	***$1,105,600***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D13 Electrical Site Services				
Allowance for electrical site services including BC Hydro charges Exterior lighting to parking Power lines Telephone lines Cable line Trench excavation and backfill	1	sum	357,500.00	357,500
Total Electrical Site Services				***$357,500***

APPENDIX III

Recreation Costing Details

1 page(s)

A3. Recreation Costing Details

Items		Total Qty	Unit	Rate	Amt	Net-Total	GC 10.0%	Fee 3.5%	Sub-Total	Design 10.0%	Total
SP1	Recreation Centre "Building"	**1,000.00**	**m²**	**5,305.2**		**$5,305,200**	530,500	185,700	**$6,021,400**	602,100	**$6,623,500**
	- Standard Foundation	1,000.00	m²	110.0	110,000						
	- Shotcrete & Basement Excavation		N/A		0						
	- Suspended Slab incl. fireproofing & firestopping	1,000.00	m²	1,254.1	1,254,100						
	- Stairs		N/A		0						
	- Steel Roof Structure	391.42	m²	1,064.8	416,800						
	- Exterior Wall & Glazing	194.40	m²	1,586.0	308,300						
	- Roof covering (except paver & guardrails to patio)	391.42	m²	613.0	239,900						
	- Soffits, Canopies to outdoor patio & exits		N/A		0						
	- Canopies to entry plaza & South+West of Bldg, Rooftop mech screen	17.6%	sum	1,168,600.0	205,500						
	- B Interior fitout	1.00	sum	697,300.0	697,300						
	- C1 Mechanical	1.00	sum	1,536,200.0	1,536,200						
	- C2 Electrical	1.00	sum	537,100.0	537,100						
SP2	Recreation Centre "Site Development"	**1,000.00**	**m²**	**643.2**		**$643,200**	64,300	22,500	**$730,000**	73,000	**$803,000**
	- Site Preparation	17.6%	sum	162,300.0	28,500						
	- Hard Surfaces (except extra cost for apparatus bays aprons)	17.6%	sum	1,235,700.0	217,300						
	- Site Improvements (1.8m fencing, vehicles & man gates, guardrails above wall beside ramp)	17.6%	N/A		0						
	- Site Improvements (Benches, 1.2m fencing, Picnic table & chairs, planter walls, public art, tree grates, wood cube seats, exterior signage, flag pole)	17.6%	sum	468,100.0	82,300						
	- Landscaping	17.6%	sum	328,900.0	57,800						
	- Mechanical Site Services	17.6%	sum	1,105,600.0	194,400						
	- Electrical Site Services	17.6%	sum	357,500.0	62,900						
TOTAL RECREATION COSTING DETAILS											**$7,426,500**

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: 2026 Parcel Tax Roll Bylaw

RECOMMENDATION(S):

1. *That Bylaw No. 2264 be adopted.*

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 2025 for the Heat Pump Financing Program.

BACKGROUND:

Report from the April 13th Regular Council Meeting.

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, Chief Financial Officer, Director of Financial and Technology Services
Concurrence by:	Jarret Matanowitsch, Director of Planning, Building, Bylaw
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: 2264 Parcel Tax Bylaw 2026

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

Schedule B - Conditions for Waiver of the Parcel Tax

2061 Tanlee Crescent		
COLUMN 1	COLUMN 2	COLUMN 3
Year of Term	Amount to be paid	Due Dates
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		
COLUMN 1	COLUMN 2	COLUMN 3
Year of Term	Amount to be paid	Due Dates
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

2352 Moore Place		
COLUMN 1	COLUMN 2	COLUMN 3
Year of Term	Amount to be paid	Due Dates
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

6776 Wendonna Place		
COLUMN 1	COLUMN 2	COLUMN 3
Year of Term	Amount to be paid	Due Dates
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

6315 Robin Way		
COLUMN 1	COLUMN 2	COLUMN 3
Year of Term	Amount to be paid	Due Dates
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

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: Fire Services Operational Bylaw, Amendment Bylaw No. 1, 2259, 2026

RECOMMENDATION(S):

1. *That Fire Services Operational Bylaw Amendment No. 1, 2259, 2026 be introduced and given first reading.*
2. *That Fire Services Operational Bylaw Amendment No. 1, 2259, 2026 be given second and third reading.*

PURPOSE:

The purpose of this report is to introduce amendments to the Fire Service Operational Bylaw to correct typographical errors and improve consistency with the Fees and Charges Bylaw.

BACKGROUND:

A recent review by staff indicated that housekeeping amendments to remove errors and facilitate consistency with the Fees and Charges Bylaw were needed.

DISCUSSION:

The proposed changes (detailed in Attachment A) include:

1. Section 36 is hereby replaced with the following:

Where the Department is required to undertake a re- inspection of any Public Building, premises or structures as a result of a deficiency arising from an initial or any subsequent inspection, a charge may be levied for such re-inspection or further re-inspection, in accordance with the District of Central Saanich Fees and Charges Bylaw.

2. Section 44 is hereby replaced with the following:

The Department may charge for the cost of conducting a Fire Investigation, reviewing a Fire Safety Plan or other use of Department services and resources, in each case in accordance with District of Central Saanich Fees and Charges Bylaw. The Department may recover from the

owner of the property where an Incident has occurred, and/or from the person responsible for the Incident, the costs incurred of any third-party assistance received in relation to responding to or mitigating such Incident. Where an Incident involves a spill or release of hazardous materials, the Department may recover from the person responsible for such hazardous materials, the cost of the response plus the cost of repairing or replacing of Apparatus or other equipment of the Department damaged or contaminated during the response.

3. Section 53 is hereby replaced with the following:

Any person who violates any provision of section 52 hereof may, in addition to any other penalty, be removed from the scene of an Incident by a peace officer or the Fire Chief, an Officer or Incident Commander (or their designate).

4. Section 54 is hereby replaced with the following:

Any person who damages Apparatus in contravention of subsection 52(c) hereof, in addition to any other penalty, shall be liable for the cost of repairing or replacing the Apparatus.

OPTIONS:

Option 1 (recommended):

1. That Fire Services Operational Bylaw Amendment No. 1, 2259, 2026 be introduced and given first reading.
2. That Fire Services Operational Bylaw Amendment No. 1, 2259, 2026 be given second and third reading.

Option 2:

That Council consider an alternative recommendation.

CONCLUSION:

The proposed amendment the Fire Service Operational Bylaw will correct typographical errors and improve consistency with the Fees and Charges Bylaw.

Report written by:	Colleen Schofield, Fire Admin
Respectfully submitted by:	Stacey Lee, Fire Chief
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: *Fire Services Operational Bylaw Amendment No. 1, 2259, 2026*

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2259

A Bylaw to Amend the Fire Services Operational Bylaw.

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

1. Section 36 is hereby replaced with the following:

   Where the Department is required to undertake a re- inspection of any Public Building, premises or structures as a result of a deficiency arising from an initial or any subsequent inspection, a charge may be levied for such re-inspection or further re-inspection, in accordance with the District of Central Saanich Fees and Charges Bylaw.

2. Section 44 is hereby replaced with the following:

   The Department may charge for the cost of conducting a Fire Investigation, reviewing a Fire Safety Plan or other use of Department services and resources, in each case in accordance with District of Central Saanich Fees and Charges Bylaw. The Department may recover from the owner of the property where an Incident has occurred, and/or from the person responsible for the Incident, the costs incurred of any third-party assistance received in relation to responding to or mitigating such Incident. Where an Incident involves a spill or release of hazardous materials, the Department may recover from the person responsible for such hazardous materials, the cost of the response plus the cost of repairing or replacing of Apparatus or other equipment of the Department damaged or contaminated during the response.

3. Section 53 is hereby replaced with the following:

   Any person who violates any provision of section 52 hereof may, in addition to any other penalty, be removed from the scene of an Incident by a peace officer or the Fire Chief, an Officer or Incident Commander (or their designate).

4. Section 54 is hereby replaced with the following:

   Any person who damages Apparatus in contravention of subsection 52(c) hereof, in addition to any other penalty, shall be liable for the cost of repairing or replacing the Apparatus.

2. This Bylaw may be cited for all purposes as the **"Fire Services Operational Bylaw, Amendment Bylaw No. 1, 2259, 2026".**

READ A FIRST TIME this	day of	2026.
READ A SECOND TIME this	day of	2026.
READ A THIRD TIME this	day of	2026.
ADOPTED this	day of	2026.

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/Corporate Officer

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

April 13, 2026, 6:00 p.m.
Council Chambers

Present: Mayor Windsor, Councillor Graham, Councillor King, Councillor Newton, 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; Paul Douglas, Deputy Chief Constable; Fernando Pimentel, Deputy Director of Strategic Capital Planning; Lisa Banfield, Emergency Program Manager; Britt Burnham, Manager of Community Engagement; Cindy Wass-Thomas, Project Coordinator; Pamela Martin, Deputy Corporate Officer

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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 W̱SÁNEĆ people which includes W̱JOŁEŁP (Tsartlip) and SȾÁUTW̱ (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the April 13, 2026 Regular Council Meeting

MOVED AND SECONDED

That the agenda of the April 13, 2026 Regular Council meeting be approved as amended by adding a new reason to close to item #19.1.

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:

- *(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.*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 6:02 p.m.

The meeting recessed back to open at 7:04 p.m.

5. CONSENT AGENDA

Councillor Graham requested that item #5.1 be pulled from the consent agenda.

Councillor King requested that all consent agenda items be pulled from the consent agenda.

The consent agenda items have been moved to become the following items:

- #5.1 to be considered as item #15.1.1;
- #5.2 to be considered as item #14.3;
- #5.3 to be considered as item #15.2.3; and
- #5.4 to be considered as item #15.1.2.

6. ADOPTION OF MINUTES

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

MOVED AND SECONDED
That the minutes from the April 8, 2026 Special (Open) Council meeting be adopted as circulated.
CARRIED UNANIMOUSLY

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

MOVED AND SECONDED
That the minutes from the March 30, 2026 Special (Open) Council meeting be adopted as circulated.
CARRIED UNANIMOUSLY

6.3 Minutes from the March 23, 2026 Regular Council Meeting

MOVED AND SECONDED

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

9. PUBLIC QUESTIONS OR FEEDBACK

Cindy Barton (Peninsula Pickleball Community Club): Spoke regarding correspondence on the agenda, expressing concern about their club's summer court booking request being denied.

Kathleen Zimmerman (Brentwood Bay): Asked for an update on the status and anticipated timing of the District's Agricultural Plan.

Dan Ireland (Meadowbank Road): Spoke regarding correspondence submitted by Ireland Farms, clarifying the letter was not intended as notice of claim. Questioned how the District proposes to prevent and resolve ongoing flooding of ALR farmland in Maber Flats.

Mary Ann Leeson (Maber Flats): Asked how additional water associated with wetland management in the Maber Flats area will be managed and noted that the wetland is not absorbing excess water.

13. REPORTS OF COMMITTEES/MAYOR'S REPORT

13.1 COTW (Committee of the Whole)

13.1.1 Motion from the March 30, 2026 COTW

MOVED AND SECONDED
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

13.1.2 Motions from the April 8, 2026 COTW

The Chief Constable responded to questions from Council.

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

Amendment:
MOVED AND SECONDED
That the motion be amended as follows:
That Council does not approve the ***~~$82,000~~ $42,000*** *increase* ***for services in 2026*** *in the E-Comm dispatch budget services and therefore the Police Board must find the equivalent savings.*

Opposed (3): Mayor Windsor, Councillor Graham, and Councillor Paltiel
CARRIED (4 to 3)

Motion as Amended:
That Council does not approve the $42,000 increase for services in 2026 in the E-Comm dispatch budget services and therefore the Police Board must find the equivalent savings.
Opposed (4): Mayor Windsor, Councillor Graham, Councillor Paltiel, and Councillor Riddell
DEFEATED (3 to 4)

MOVED AND SECONDED
That Council request that the Police Board coordinate a presentation from E-Comm to Council and the Police Board.
CARRIED UNANIMOUSLY

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.

13.2.1.1.1 Motion: Temporary use Permits for Farms
MOVED AND SECONDED
That Central Saanich 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

14. STAFF REPORTS

14.1 Election 2026 – Appointment of Elections Officer
The Chief Administrative Officer provided an introduction of the report and responded to questions from Council.

MOVED AND SECONDED
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.
Opposed (6): Mayor Windsor, Councillor Graham, Councillor Newton, Councillor Paltiel, Councillor Riddell, and Councillor Thompson
DEFEATED (1 to 6)

MOVED AND SECONDED

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*

CARRIED UNANIMOUSLY

14.2 Employee Elections and Political Conduct Policy

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

MOVED AND SECONDED

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.*

CARRIED UNANIMOUSLY

14.3 FireSmart Community Funding Grant

(Reordered from item #5.2)

The Fire Chief, Chief Administrative Officer, and Emergency Program Manager responded to questions from Council.

MOVED AND SECONDED

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.

CARRIED UNANIMOUSLY

15. BYLAWS

15.1 Other than Development Application Bylaws

15.1.1 Bylaw No. 2261 for Speed Regulation

(Reordered from item #5.1)

The Director of Engineering responded to questions from Council.

MOVED AND SECONDED

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

Opposed (2): Councillor Graham, and Councillor King

CARRIED (5 to 2)

DRAFT

15.1.2 Parcel Tax Roll Bylaw 2026

(Reordered from item #5.4)

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

MOVED AND SECONDED

That Bylaw No. 2264, Parcel Tax Roll, 2026, be introduced and read a first and second time.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That Bylaw No. 2264 by read a third time.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That the Parcel Tax Review Panel be convened.

CARRIED UNANIMOUSLY

15. BYLAWS

15.2 Development Application Bylaws

15.2.1 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 (on March 23, 2026)

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 27 meeting.

Opposed (1): Mayor Windsor

CARRIED (6 to 1)

15.2.2 1882 Hovey Road – OCP and Zoning Bylaw Amendment (4th Report)

MOVED AND SECONDED

That OCP Amendment Bylaw No. 2255 (1882 Hovey Road) be adopted.

Opposed (2): Councillor King, and Councillor Thompson

CARRIED (5 to 2)

MOVED AND SECONDED

That Zoning Amendment Bylaw No. 2254 (1882 Hovey Road) be adopted.

DRAFT

Opposed (1): Councillor King
CARRIED (6 to 1)

5.3 6922 Saanich Cross Road – Bylaw Amendment
(Reordered from item #5.3)
The Director of Planning and Building Services responded to questions from Council.

MOVED AND SECONDED
That Zoning Bylaw Amendment Bylaw No. 2216, 2024 (6922 Saanich Cross Road) be adopted.
CARRIED UNANIMOUSLY

MOVED AND SECONDED
That Development Permit application 3060-20-22/21 (6922 Saanich Cross Road), which includes variances for lot frontage and setbacks, be authorized for issuance.
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. Deferred consideration at the March 23, 2026 RCM.

The Chief Administrative Officer responded to questions from Council.

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.

MOVED AND SECONDED
That the motion be referred to the incoming Council, post the 2026 general local election.
Opposed (2): Councillor King, and Councillor Newton
CARRIED (5 to 2)

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.

MOVED AND SECONDED
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.
Opposed (4): Councillor Graham, Councillor King, Councillor Newton, and Councillor Thompson
DEFEATED (3 to 4)

16.3 Redevelopment of Municipal Facilities – Design & Construction Next Steps

The Deputy Director of Finance Strategic Capital Planning responded to questions from Council.

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.
Opposed (3): Councillor King, Councillor Newton, and Councillor Thompson
CARRIED (4 to 3)

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 Town of View Royal - Judicial Review Coalition - March 18, 2026
For information.

18.2 BBCA re Request for Increase in Funding - March 20, 2026
MOVED AND SECONDED
That the letter writers be allowed to speak regarding their correspondence for up to two minutes.
CARRIED UNANIMOUSLY

Leslie Gentile (BBCA) Spoke in regards to her correspondence, requesting an increase to the service agreement funding from the $4,250 received to the full $10,000, noting that rising costs now require additional revenue. She stated that the organization had previously underspent and saved the funder money, and that the request reflects a fair adjustment over the term of the agreement.

MOVED AND SECONDED
That the funding for the Brentwood Bay Community Association's four-year Community Service Funding be increased to $10,000 and be disbursed for the remaining two years of the service agreement.
CARRIED UNANIMOUSLY

18.3 Corr Cox, G re CRD and Property Taxes - March 20, 2026
For information.

18.4 Corr Shpiruk, K re Missing Persons Inquiry - March 20, 2026
For information.

18.5 Corr Evans, M re Radon Community Testing - March 23, 2026
The Director of Planning and Building Services responded to questions from Council.
For information.

18.6 Corr White, F re Objection to Municipal Hall Development - March 23, 2026
For information.

18.7 Corr White, K re Parking Bylaw Enforcement - March 23, 2026
The Director of Planning and Building Services responded to questions from Council.
For information.

18.8 CRD - Potential Sites for Supportive Housing and Sheltering - March 26, 2026
For information.

18.9 Corr James, J re No Parking Zone at Brentwood Community Hall - March 31, 2026
The Director of Engineering responded to questions from Council.

For information.

18.10 Central Saanich Police Board - Meeting Invitation - April 2, 2026
For information.

18.11 Corr Hawkins, J re 7054 Brentwood Drive - April 2, 2026
For information.

18.12 Corr Klubi, J+S re 7054 Brentwood Drive - April 6, 2026
For information.

18.13 Corr Barton, C re Pickleball in Central Saanich - April 7, 2026
For information.

18.14 Corr Kohse, G re Brentwood Bay Festival + Parade - April 7, 2026
For information.

18.15 Corr re Brentwood Community Hall Parking - April 7, 2026
For information.

18.16 Ministry of Environment and Parks re Vessel Stays and Mooring Practices in Tod Inlet - April 7, 2026
For information.

18.17 Corr Hadfield, I and B re 7054 Brentwood - April 8, 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.*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 9:03 p.m.

The meeting recessed back to open at 9:15 p.m.

20. ADJOURNMENT

On motion, the meeting adjourned at 9:15 p.m.

Mayor Windsor

Emilie Gorman, Director of Corporate Services/Corporate Officer

DRAFT

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

April 16, 2026, 12:00 p.m.
Council Chambers

Present:	Mayor Windsor, Councillor King, Councillor Newton, Councillor Paltiel
Absent:	Councillor Graham, 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; Dale Puskas, Director of Engineering; Stacey Lee, Fire Chief; Fernando Pimentel, Deputy Director of Strategic Capital Planning; Tony Bousquet, Manager of Information Technology; Ivo van Der Kamp, Planner; Pamela Martin, Deputy Corporate Officer

---

1. CALL TO ORDER

The meeting was called to order at 12:04 p.m.

2. ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

3.1 Agenda of the April 16, 2026 Special (Open) Council Meeting

MOVED AND SECONDED

That the agenda of the April 16, 2026 Special (Open) Council meeting be approved as circulated.

CARRIED UNANIMOUSLY

DRAFT

8. CLOSED MEETING

8.1 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:

- *(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 12:05 p.m.

The meeting recessed back to open at 1:36 p.m.

9. ADJOURNMENT

On motion, the meeting adjourned at 1:36 p.m.

Mayor Windsor	Emilie Gorman, Director of Corporate Services/Corporate Officer

DRAFT

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

April 20, 2026, 6:00 p.m.
Council Chambers

Present:	Mayor Windsor, Councillor King, Councillor Newton, Councillor Riddell, Councillor Thompson
Absent:	Councillor Graham, Councillor Paltiel
Staff Present:	Christine Culham, Chief Administrative Officer; Jarret Matanowitsch, Director of Planning and Building Services; Pamela Martin, Deputy Corporate Officer; Julie Bull, Planner; Nafiseh Rashidianfar, Planner; 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 W̱SÁNEĆ people which includes W̱JOŁEŁP (Tsartlip) and SṮÁUTW̱ (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1 Agenda of the April 20, 2026 Special (Open) Council Meeting

MOVED AND SECONDED

That the agenda of the April 20, 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 Introduction of the Draft Zoning Bylaw

The Planner provided a presentation on the report and responded to questions from Council.

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

MOVED

That prior to consideration of the readings of the Zoning Bylaw, that a special committee meeting be held to hear from the public directly on their opinions on the changes to the bylaw.

CARRIED UNANIMOUSLY

MOVED

1. *That the Draft Zoning Bylaw be received for information and that staff be directed to proceed with public engagement and refinement of the Bylaw prior to consideration of first and second readings.*
2. *That the Draft Zoning Bylaw be referred to the Advisory Planning Commission (APC) and Peninsula & Area Agricultural Advisory Commission (PAAC) for review and comment.*

CARRIED UNANIMOUSLY

4.3 Introduction to Draft Official Community Plan Development Permit Areas Design Guidelines

The Planner provided a presentation on the report and responded to questions from Council.

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

MOVED

That staff be directed to reinsert the light industrial into the draft Official Community Plan development permit areas design guidelines and proceed with public engagement with this information.

CARRIED UNANIMOUSLY

MOVED

DRAFT

That Committee 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:

- *(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*
  - *(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 7:19 p.m.

The meeting recessed back to open at 7:26 p.m.

MOVED

1. *That Council receive the draft Development Permit Areas (DPA) Design Guidelines for information and that staff be directed to proceed with public and focused-group engagement and refinements of the Guidelines prior to introduction of a bylaw for Council consideration.*
2. *That this report along with draft DPA be referred to the Advisory Planning Commission (APC), the Peninsula and Area Agricultural Commission (PAAC), and Saanich Peninsula Accessibility Advisory Committee (SPAAC) for input.*
3. *That prior to consideration of the readings of the Official Community Plan Bylaw, that a special committee meeting be held to hear from the public directly on their opinions on the changes to the bylaw.*

CARRIED UNANIMOUSLY

4.4 <u>2026/27 Parking Standards Review – Preliminary Report</u>

The Director of Planning and Building Services provided an introduction to the report and responded to questions from Council.

For information.

4.5 <u>Adjournment</u>

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 prior to consideration of the readings of the Zoning Bylaw, that a special committee meeting be held to hear from the public directly on their opinions on the changes to the Zoning Bylaw.*
2. *That the Draft Zoning Bylaw be received for information and that staff be directed to proceed with public engagement and refinement of the Bylaw prior to consideration of first and second readings.*
3. *That the Draft Zoning Bylaw be referred to the Advisory Planning Commission (APC) and Peninsula & Area Agricultural Advisory Commission (PAAC) for review and comment.*
4. *That staff be directed to reinsert the light industrial into the draft Official Community Plan development permit areas design guidelines and proceed with public engagement with this information.*
5. *That Council receive the draft Development Permit Areas (DPA) Design Guidelines for information and that staff be directed to proceed with public and focused-group engagement and refinements of the Guidelines prior to introduction of a bylaw for Council consideration.*
6. *That this report along with draft DPA be referred to the Advisory Planning Commission (APC), the Peninsula and Area Agricultural Commission (PAAC), and Saanich Peninsula Accessibility Advisory Committee (SPAAC) for input.*
7. *That prior to consideration of the readings of the Official Community Plan Bylaw, that a special committee meeting be held to hear from the public directly on their opinions on the changes to the bylaw.*

CARRIED UNANIMOUSLY

8. ADJOURNMENT

On motion, the meeting adjourned at 7:32 p.m.

Mayor Windsor

Emilie Gorman, Director of Corporate Services/Corporate Officer

DRAFT

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

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

Re: 1255 Marchant Rd. – Development Permit with Variances

RECOMMENDATION(S):

That Development Permit with Variances PL001746 for 1255 Marchant Road be authorized for issuance.

PURPOSE:

The applicant is proposing four single-family homes at 1255 Marchant Road. Variances have been requested to increase the number of permitted residential buildings from 2 to 4, reduce the additional setback from ALR parcels from 5 m to 1 m, increase the permitted driveway width from 7 m to 13.5 m, and increase the number of permitted driveways from 2 to 3.

BACKGROUND:

Report from the September 29, 2025 Regular Council Meeting:
1255 Marchant Road - Development Permit with Variances

CONCLUSION:

The proposal is for four single-family dwellings at 1255 Marchant Road. The property is within the Urban Containment Boundary and under the Residential Neighbourhood (RN) zone. Variances are required for the number of buildings, relaxation of setbacks, and driveway access. The proposal is generally consistent with OCP policies and guidelines for infill development that encourages increasing density within the Urban Containment Boundary.

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: Letter of Rationale
Appendix B: Site Context Map
Appendix C: Site and Design Plan
Appendix D: Draft Development Permit
Appendix E: APC Meeting Minutes – Dec. 4, 2025

Central Saanich Planning Department

District of Central Saanich
1903 Mt. Newton
Crossroad Saanichton, BC
V8M2A9

Re: Development Permit Rationale Letter – 1255 Marchant Road

Dear Central Saanich Planning and Development Department,

Please find attached the development permit application for 1255 Marchant Road to build four stratified single family homes. We believe the proposed development will be aesthetically pleasing to the neighborhood and community; matching the existing form and character while addressing the need for family housing in Brentwood.

1. Proposal Overview

Planning & Development Overview:

After carefully reviewing Bylaw 2196 and its effect on this property along with the form and character of the surrounding Brentwood community we felt it was prudent to proceed with a design limited to two storey's. This proposal includes four two-story detached single family dwellings each with three to four bedrooms and a private yard making them an excellent addition to the family housing stock.

Two small detached two story homes will face Marchant Rd. These detached homes match the existing predominantly single family homes along Marchant Rd. The other two homes will be at rear (south) of the property accessed via a common driveway. There is a newly constructed raised crosswalk in front of this proposed development which will further lower vehicle speeds along Marchant Rd. The reduced vehicle speeds will further improve safety for both pedestrians and vehicles around the development.

- All units will include level 2 EV charging, the location of the chargers is noted on the floor plans (in the garage for each unit).
- Details on building material colours will be provided at the time of building permit application.
- Bicycle parking is included in the garages of each unit and is noted on the floor plans.
- Building Energy Efficiency Details

A full energy model and report will be provided at the time of building permit application. The plans have had an initial review conducted by the Energy Modeler and they have confirmed that by using high efficiency windows, additional insulation and a heat pump (to name a few of the key items) the homes will be able to achieve step code 4 and the zero carbon standard.

Building Advisory, Engineering and Fire Department Highlights

- The driveway to the rear homes will provide a minimum of 4.5 metre in width for emergency vehicle access.

- A new fire hydrant is proposed to be installed on the north side of Marchant Road opposite the development to ensure all buildings are within 120 metres of a fire hydrant.

- Storm Water Management

Prior to a servicing agreement being reached, detailed engineered drawings will be provided confirming all services meet the municipal bylaw standards including storm water management. The stormwater will be managed using an onsite retention system built underneath the driveway near the front (North) of the property. The storm water from all four units will flow through this tank prior to entering the municipal storm system.

2. Requested Variances

- Reduce the ALR buffer setback increase from 5.0 m to 1.0 m. A 1.8 m cedar hedge is proposed for the Southern property boundary to provide additional screening between the homes and the ALR property to the South.
- Increase the number of residential buildings from two to four, the number of units remains unchanged from the bylaw (four unit).

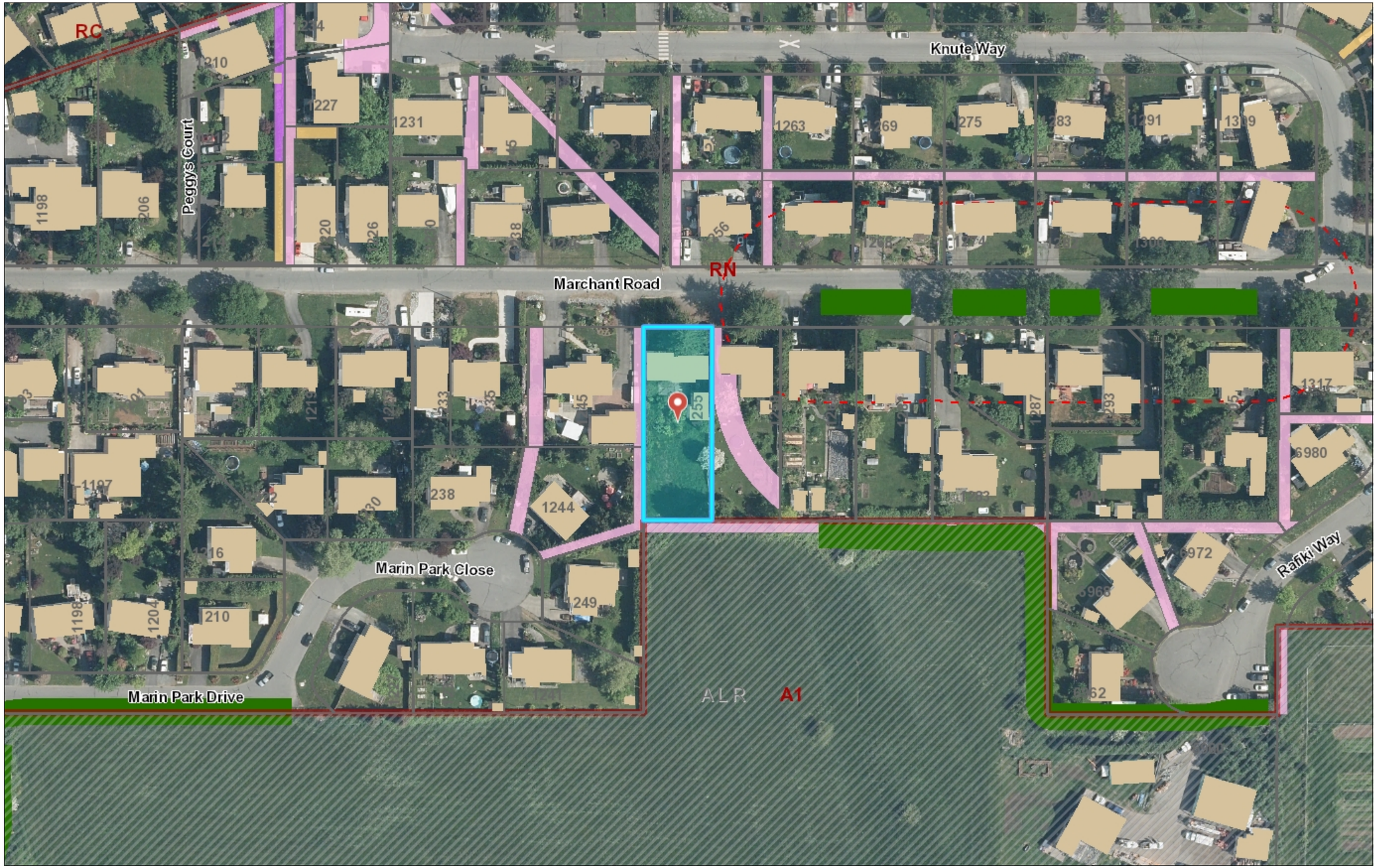
This development design has been carefully crafted to provide a much-needed supply of family housing while preserving the character of Central Saanich and Brentwood Bay. We appreciate the time taken by the staff to review our development permit application. Please do not hesitate to contact us for any reason at 250-686-5192 or email at david@lunnprojects.ca.

Sincerely,

David Lunn

Central Saanich GIS Map Service

1255 Marchant Road - Context Map



Legend

- District Boundary
  - District Boundary
  - Shoreline
- RoadsSegment_3k_1k
- Address Number_3K_500
- Lot Hooks
- Parks
- Parcels
- Rivers & Creeks_1K_100
- Ponds
- Building Footprints
- ALR_Polygons_20k
- Zoning_Dissolved_10k
- Schedule I: Environmental Dev Areas
  - Marine Shorelines DPA (15m landw
  - Terrestrial Sensitive Ecosystems DI
  - Stream
- Schedule J: Riparian Developr
  - Stream
  - Ditch
  - Ponds
  - Sensitive Aquatic Ecosystems
  - Wetlands and Sensitive Riparian Ar
  - Riparian Development Permit Area
- Right of Ways and Easements
  - Private Easement
  - Surveyed Right of Way
  - Unsurveyed Right of Way
- Erosion District Plan

1: 1,128

57.3 0 28.66 57.3 Meters

NAD_1983_UTM_Zone_10N

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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

This map was automatically generated using Geocortex Essentials.

1255 Marchant Rd - Development Permit Application

Proposal Summary

Areas

Lot Size 1,189 Sq M (12,798 Sq Ft)

Building A Site Coverage:	90.2 Sq M, 7.6 %
Building B Site Coverage:	90.2 Sq M, 7.6 %
Building C Site Coverage	97.3 Sq M, 8.2 %
Building D Site Coverage	97.3 Sq M, 8.2 %
Total Proposed Lot Coverage:	375.0 Sq M, 31.6%
Maximum Lot Coverage:	45 %
Total Soft Landscape Area	451 Sq, 37.8%
Building A Floor Area:	194.6 Sq M
Building A Gross Floor Area:	174.1 Sq M
Building A FAR:	.146
Building B Floor Area:	194.6 Sq M
Building B Gross Floor Area:	174.1 Sq M
Building B FAR:	.146
Building C Floor Area:	209.3 Sq M
Building C Gross Floor Area:	186.8 Sq M
Building C FAR:	.157
Building D Floor Area:	209.3 Sq M
Building D Gross Floor Area:	186.8 Sq M
Building D FAR:	.157
Total Gross Floor Area:	721.8 Sq M
Proposed Gross FAR	.607
Maximum Permitted FAR	.650

Proposed Zoning

USE: Residential Neighbourhood (RN)

Building A	Bylaw
Building Height: 6.54 M	8.0 M
West Set Back: 1.51 M	1.5 M (Side)
East Set Back: 12.62 M	1.5 M (Side)
North Set Back: 6.55 M	6.0 M (Front)
South Set Back: 37.30 M	7.0 M (Rear)
Building B	
Building Height: 6.52 M	8.0 M
West Set Back: 12.62 M	1.5 M (Side)
East Set Back: 1.51 M	1.5 M (Side)
North Set Back: 6.55 M	6.0 M (Front)
South Set Back: 37.30 M	7.0 M (Rear)
Building C	
Building Height: 6.61 M	8.0 M
West Set Back: 1.51 M	1.5 M (Side)
East Set Back: 11.56 M	1.5 M (Side)
North Set Back: 35.76 M	6.0 M (Front)
South Set Back: 8.00 M	7.0 M (Rear)
Building D	
Building Height: 6.63 M	8.0 M
West Set Back: 11.56 M	1.5 M (Side)
East Set Back: 1.51 M	1.5 M (Side)
North Set Back: 35.76 M	6.0 M (Front)
South Set Back: 8.00 M	7.0 M (Rear)

Unit Type and Details

Building A & B	1,874 Sq ft, 2 Story	3 Bed 2.5 bath
Building C & D	2,011 Sq ft, 2 story	4 Bed 2.5 bath
Total Units	4	

Variances

	Bylaw	Proposed
Number of Buildings:	2	4
ALR Additional Buffer	5.0 m	1.0 m

Parking Specifications

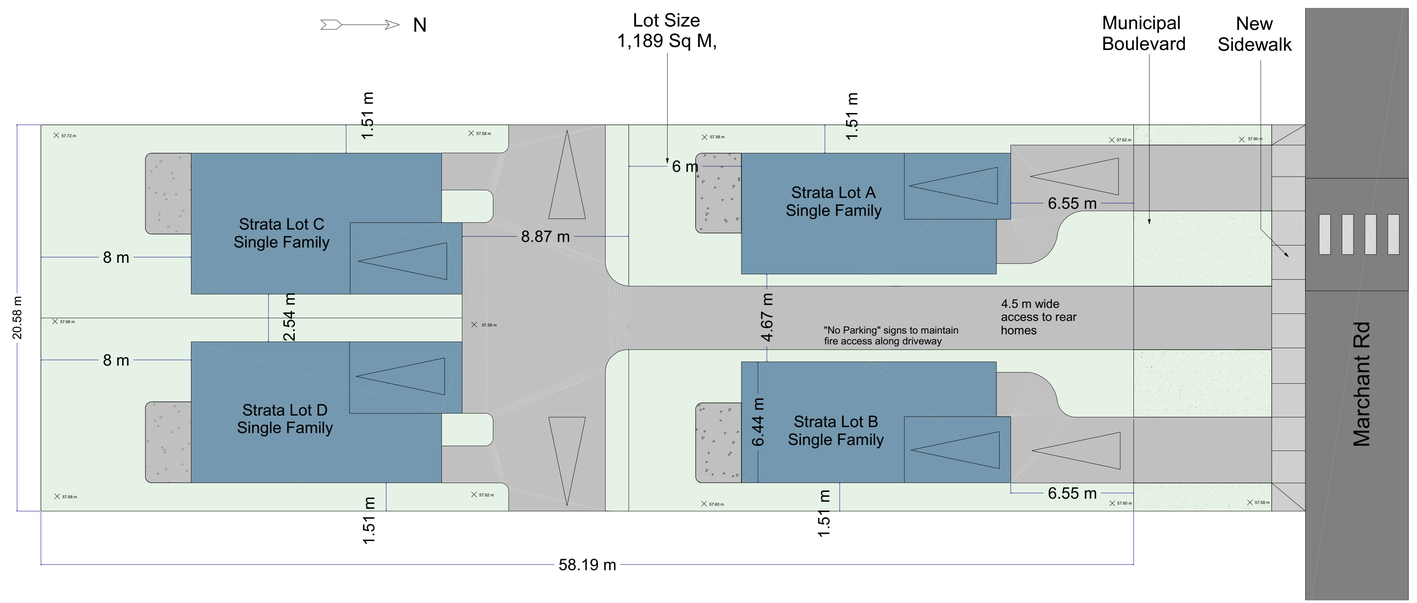
Buildings A & B

Number of Units	2
Spaces Provided	4 (2 in garage)
Bicycle Parking	2 (1 in each garage)

Buildings C & D

Number of Units	2
Spaces Provided	4 (2 in garage)
Bicycle Parking	2 (1 in each garage)

Total Vehicle Spaces: 8 (4 with level 2 charging)
Total Bicycle Spaces: 4 (each with charging)



PROFESSIONAL SEALS

List of Drawings

A1	Zoning Information
A2	Proposed Site Plan
A3	Landscape Plan
A4	Preliminary Servicing Plan
A5	Building A/B Elevations N/W
A6	Building A/B Elevations S/E
A7	Building A/B Floor Plan
A8	Building C/D Elevations N/S
A9	Building C/D Elevations E/W
A10	Building C/D Floor Plan

Issued/Revised

No:	Date	Description
1	03/07/2025	DP Application

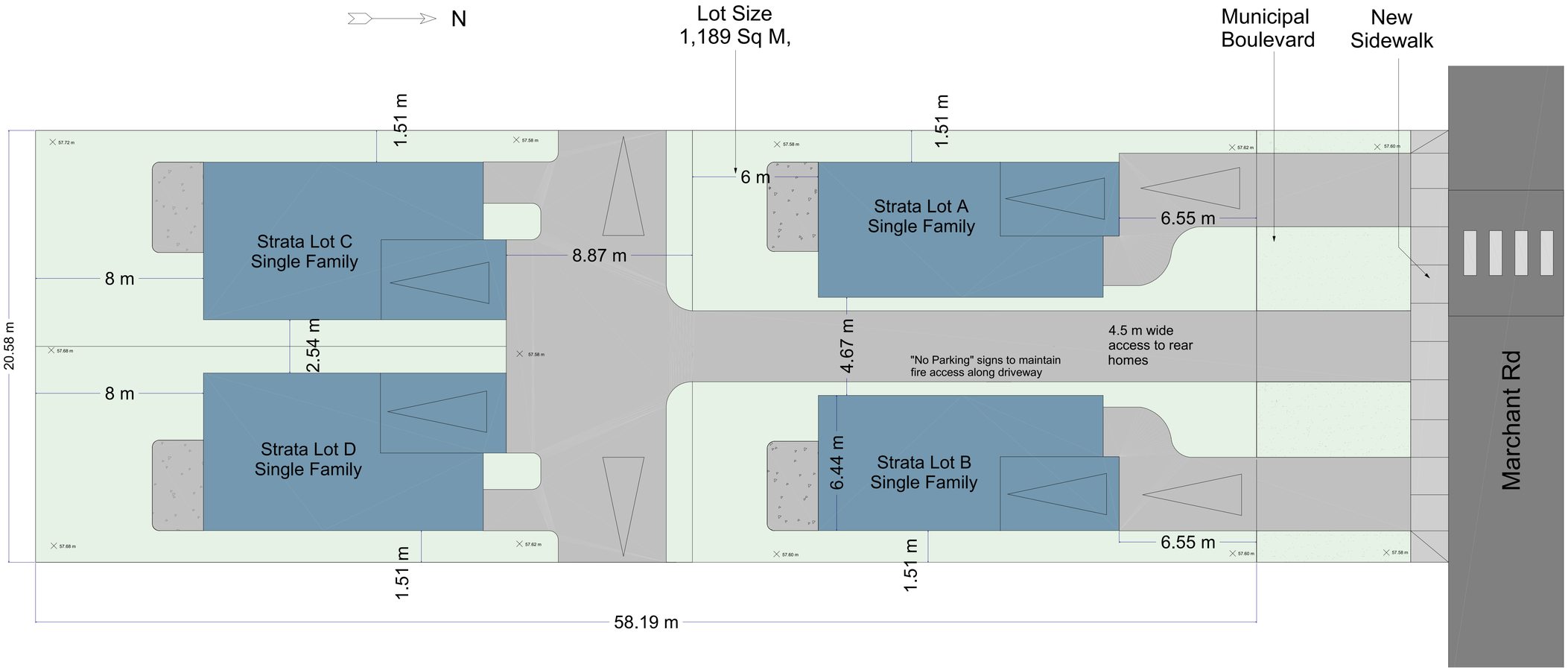
Walking Stick Drafting

Sheet No	A1
Scale:	

Project:

1255 Marchant Rd

Proposed Site Plan



SCALE 1:100

PROFESSIONAL SEALS

List of Drawings

A1	Zoning Information
A2	Proposed Site Plan
A3	Landscape Plan
A4	Preliminary Servicing Plan
A5	Building A/B Elevations N/W
A6	Building A/B Elevations S/E
A7	Building A/B Floor Plan
A8	Building C/D Elevations N/S
A9	Building C/D Elevations E/W
A10	Building C/D Floor Plan

Issued/Revised

No:	Date	Description
1	03/07/2025	DP Application

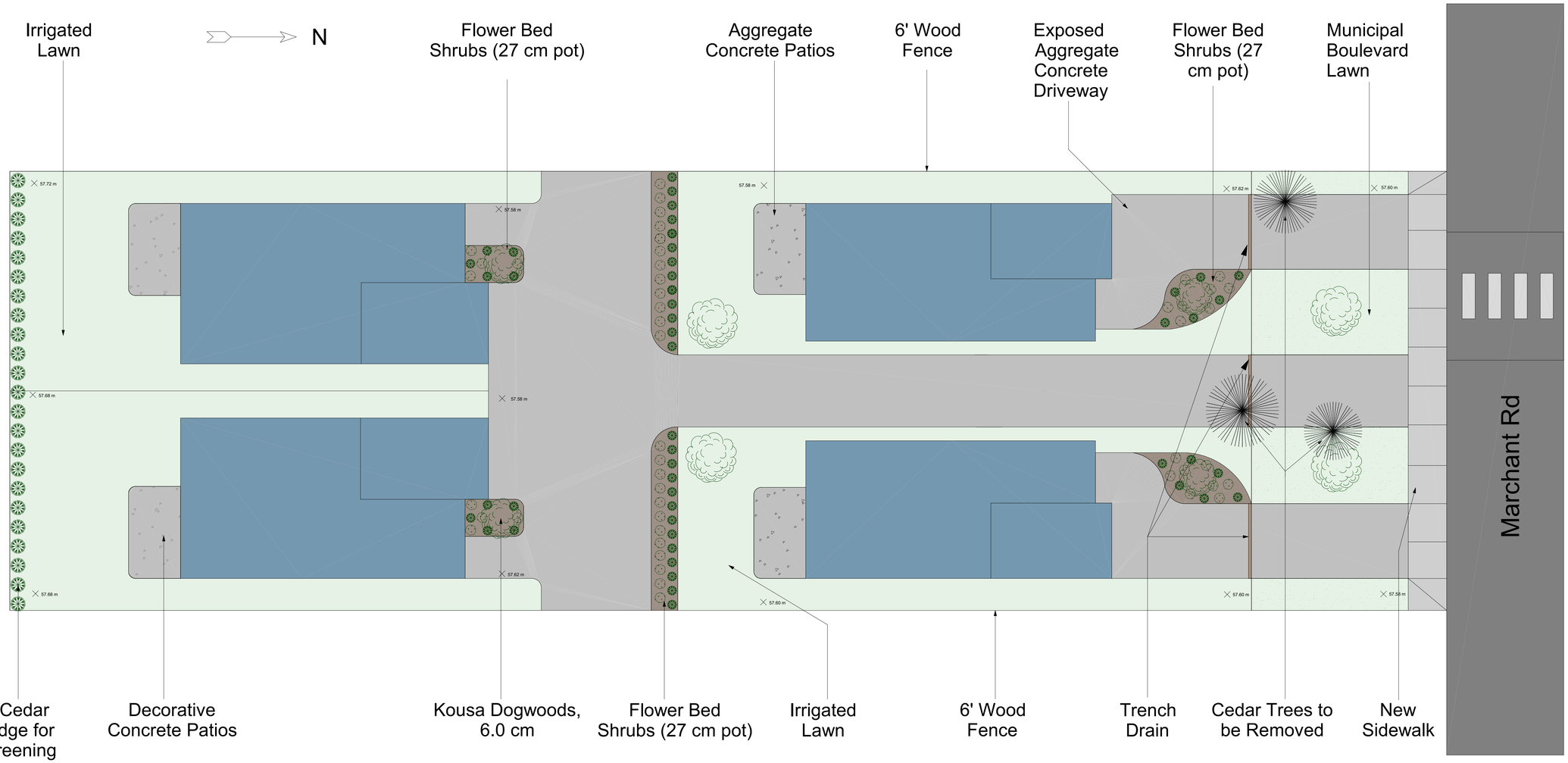
Walking Stick Drafting

Sheet No	A2
Scale:	1 : 100

Project:

1255 Marchant Rd

Landscape Plan



6' Cedar Fence Detail

Kousa Dogwoods, 6.0 cm

Shrubs (27 cm pot)

Total Soft Landscape Area: 451 Sq Metres

SCALE 1:100

Note: Landscape areas are to be irrigated with a fully automatic underground irrigation system.

PROFESSIONAL SEALS

List of Drawings

A1	Zoning Information
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A5	Building A/B Elevations N/W
A6	Building A/B Elevations S/E
A7	Building A/B Floor Plan
A8	Building C/D Elevations N/S
A9	Building C/D Elevations E/W
A10	Building C/D Floor Plan

Issued/Revised

No:	Date	Description
1	03/07/2025	DP Application

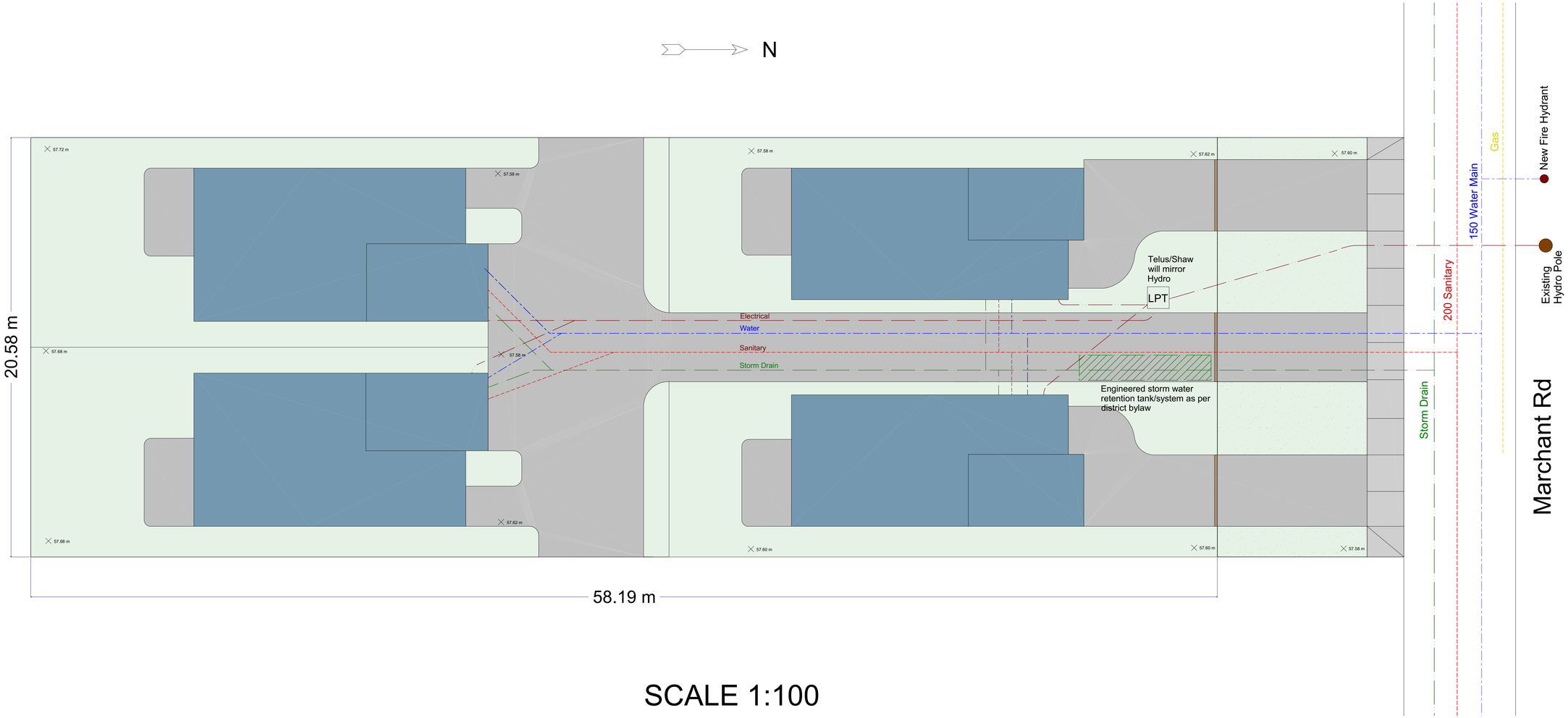
Walking Stick Drafting

Sheet No	A3
Scale:	1 : 100

Project:

1255 Marchant Rd

Preliminary Servicing Plan



SCALE 1:100

PROFESSIONAL SEALS

List of Drawings

A1	Zoning Information
A2	Proposed Site Plan
A3	Landscape Plan
A4	Preliminary Servicing Plan
A5	Building A/B Elevations N/W
A6	Building A/B Elevations S/E
A7	Building A/B Floor Plan
A8	Building C/D Elevations N/S
A9	Building C/D Elevations E/W
A10	Building C/D Floor Plan

Issued/Revised

No:	Date	Description
1	03/07/2025	DP Application

Walking Stick Drafting

Sheet No	A4
Scale:	1 : 100

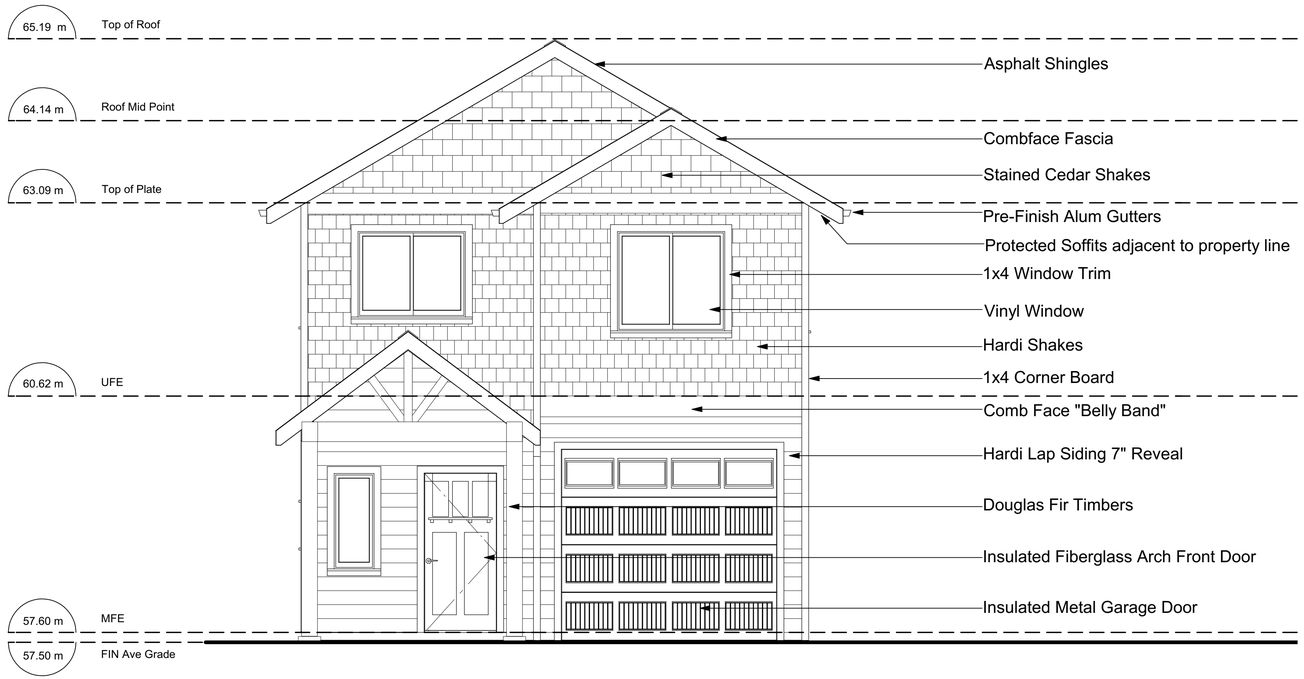
Project:

1255 Marchant Rd

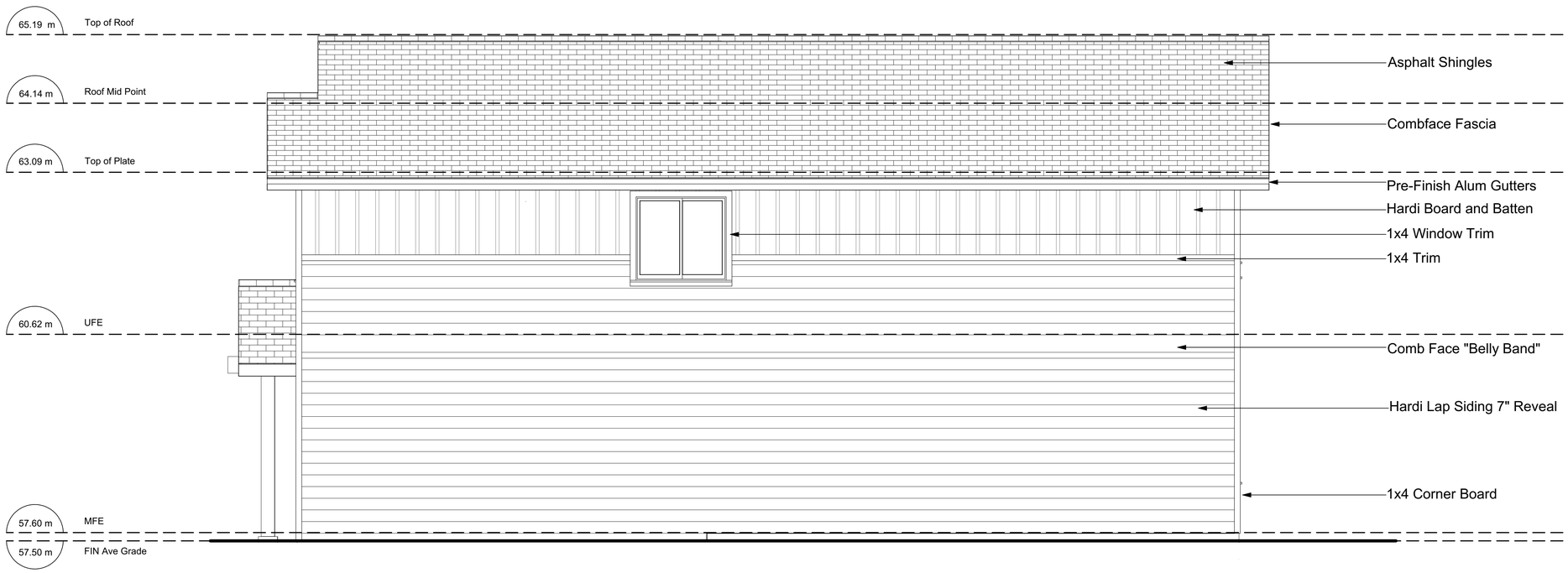
Strata Unit A Elevations
(Unit B mirror image)

Average Existing Grade: 57.60 M

Building Height : 6.54 M



1 / A5 North Elevation
1/3" = 1' 0"



2 / A5 West Elevation
1/3" = 1' 0"

PROFESSIONAL SEALS

List of Drawings

A1	Zoning Information
A2	Proposed Site Plan
A3	Landscape Plan
A4	Preliminary Servicing Plan
A5	Building A/B Elevations N/W
A6	Building A/B Elevations S/E
A7	Building A/B Floor Plan
A8	Building C/D Elevations N/S
A9	Building C/D Elevations E/W
A10	Building C/D Floor Plan

Issued/Revised

No:	Date	Description
1	03/07/2025	DP Application

Walking Stick Drafting

Sheet No	A5
Scale:	1/3" = 1'0"

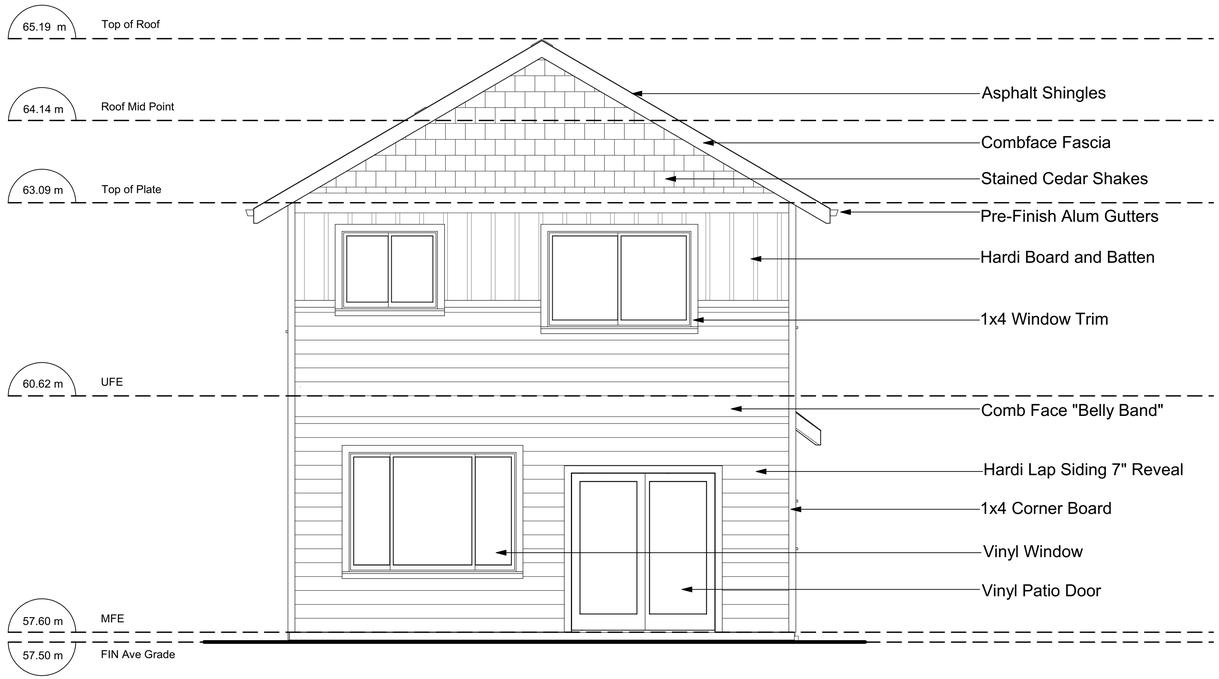
Project:

1255 Marchant Rd

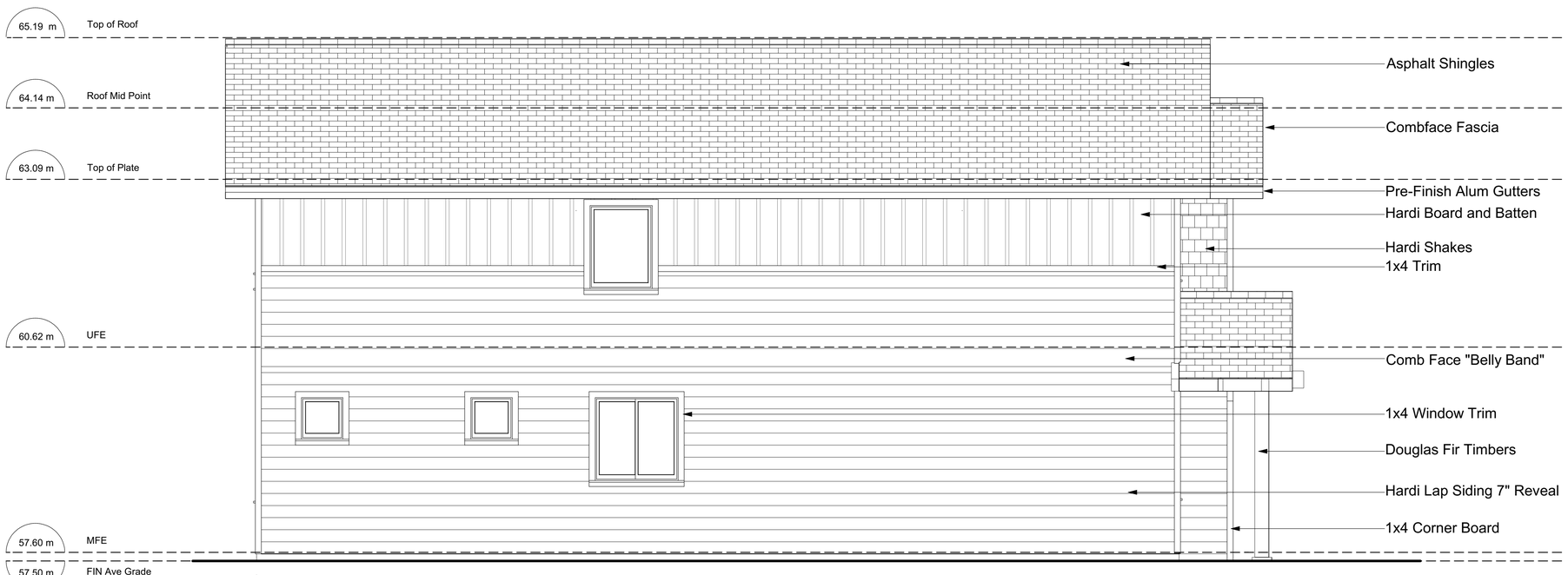
Strata Unit A Elevations
(Unit B mirror image)

Average Existing Grade: 57.60 M

Building Height : 6.54 M



1 / A6 South Elevation
1/3" = 1' 0"



2 / A6 East Elevation
1/4" = 1' 0"

PROFESSIONAL SEALS

List of Drawings

A1	Zoning Information
A2	Proposed Site Plan
A3	Landscape Plan
A4	Preliminary Servicing Plan
A5	Building A/B Elevations N/W
A6	Building A/B Elevations S/E
A7	Building A/B Floor Plan
A8	Building C/D Elevations N/S
A9	Building C/D Elevations E/W
A10	Building C/D Floor Plan

Issued/Revised

No:	Date	Description
1	03/07/2025	DP Application

Walking Stick Drafting

Sheet No	A6
Scale:	1/3" = 1'0"

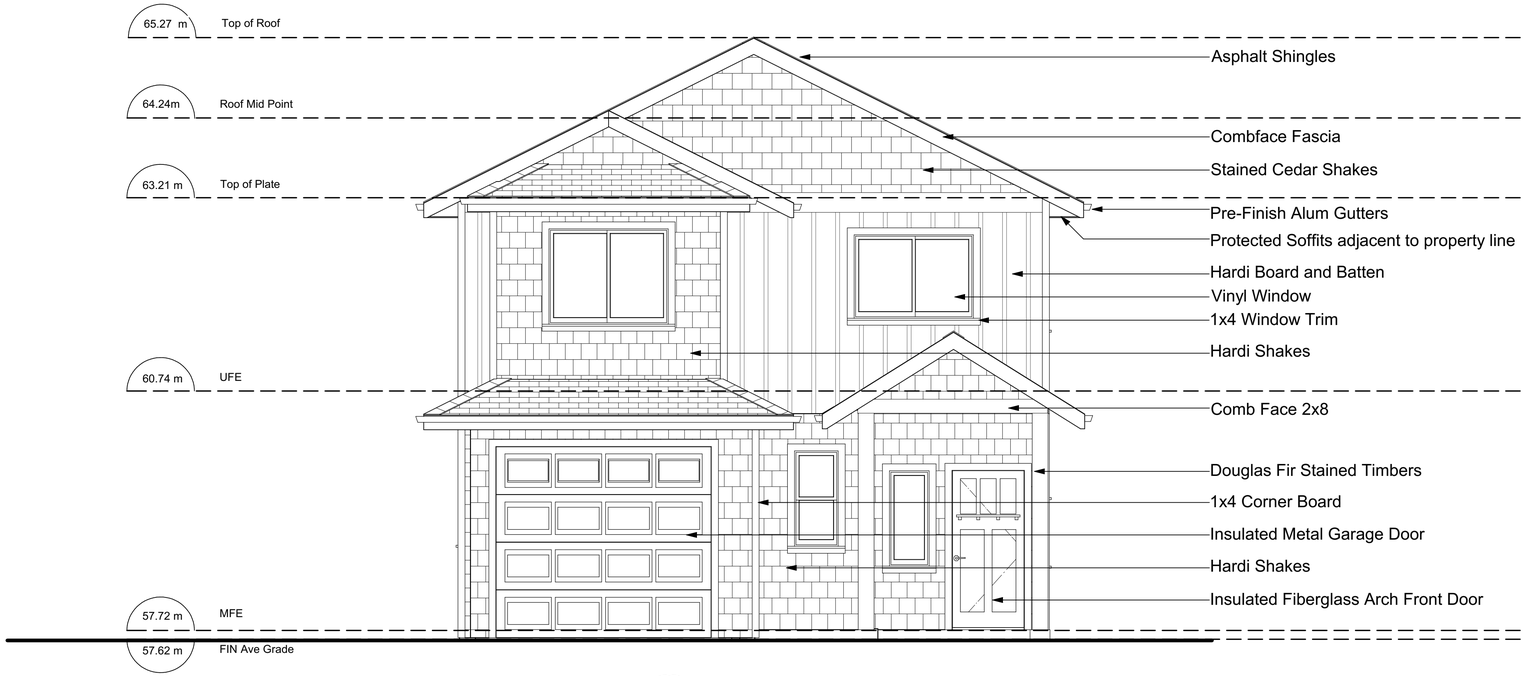
Project:

1255 Marchant Rd

Strata Unit C Elevations
(Unit D mirror image)

Average Existing Grade: 57.63 M

Building Height : 6.61 M



1 / A8 North Elevation
1/3" = 1' 0"

2 / A8 East Elevation
1/3" = 1' 0"

PROFESSIONAL SEALS

List of Drawings

A1	Zoning Information
A2	Proposed Site Plan
A3	Landscape Plan
A4	Preliminary Servicing Plan
A5	Building A/B Elevations N/W
A6	Building A/B Elevations S/E
A7	Building A/B Floor Plan
A8	Building C/D Elevations N/S
A9	Building C/D Elevations E/W
A10	Building C/D Floor Plan

Issued/Revised

No:	Date	Description
1	03/07/2025	DP Application

Walking Stick Drafting

Sheet No	A8
Scale:	1/3" = 1'0"

Project:

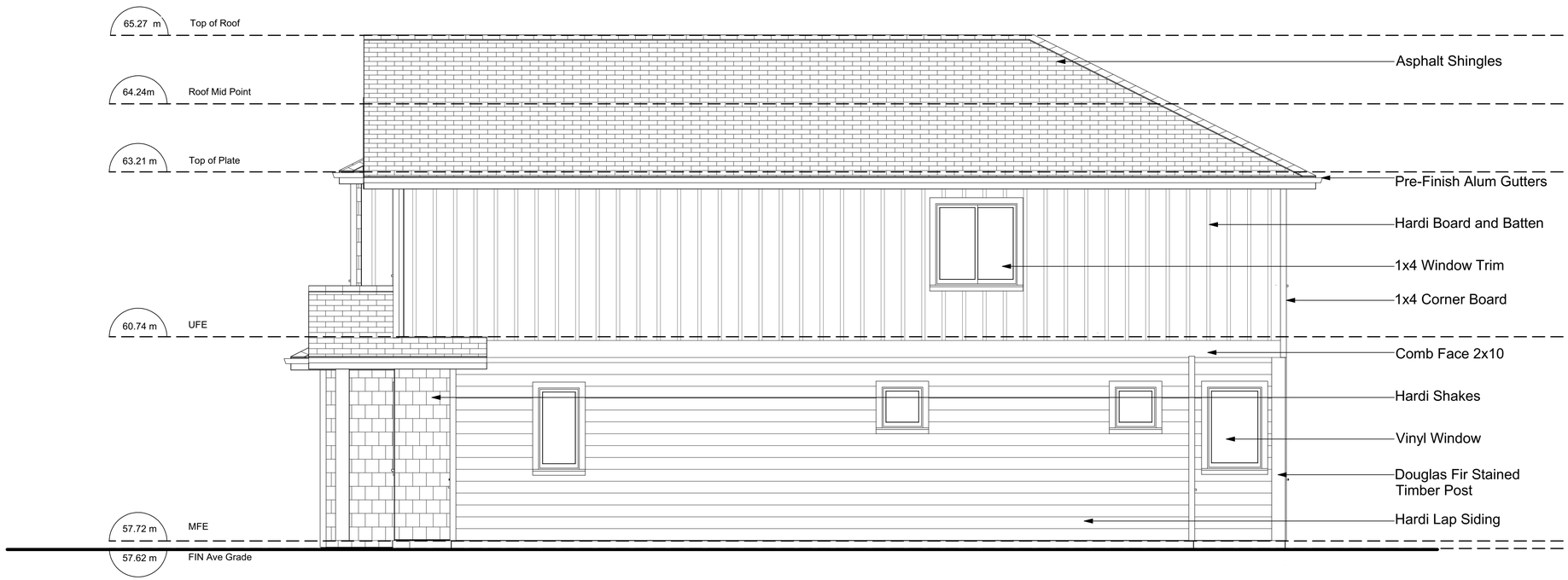
1255 Marchant Rd

Strata Unit C Elevations (Unit D mirror image)

Average Existing Grade: 57.63 M

Building Height : 6.61 M

1 / A9 South Elevation
1/3" = 1' 0"



2 / A9 West Elevation
1/3" = 1' 0"

PROFESSIONAL SEALS

List of Drawings

A1	Zoning Information
A2	Proposed Site Plan
A3	Landscape Plan
A4	Preliminary Servicing Plan
A5	Building A/B Elevations N/W
A6	Building A/B Elevations S/E
A7	Building A/B Floor Plan
A8	Building C/D Elevations N/S
A9	Building C/D Elevations E/W
A10	Building C/D Floor Plan

Issued/Revised

No:	Date	Description
1	03/07/2025	DP Application

Walking Stick Drafting

Sheet No	A9
Scale:	1/3" = 1'0"

Project:

1255 Marchant Rd

Central Saanich

DEVELOPMENT PERMIT

NO. PL001746

1255 MARCHANT RD

TO: [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: 001-730-517
LOT A SECTION 12 RANGE 1W SOUTH SAANICH DISTRICT PLAN 12789 (DD-B32848).
(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. 2180, 2024 Part 5, Section 45.3.b (Residential Neighbourhood (R-N) Zone) is varied to increase the number of permitted residential buildings from 2 to 4;
    b. Zoning Bylaw No. 2180, 2024 Part 4, Section 6.2 (Additional Setbacks) is varied reduce the additional setback from ALR parcels from 5 m to 1 m;
    c. Subdivision and Development Servicing Bylaw 2181, 2024 Section 6.3 (Lot

1903 Mt. Newton Cross Road, Saanichton, BC Canada V8M 2A9 250.652.4444 CentralSaanich.ca

Dimensions, Configuration, and Access) is varied to increase the permitted driveway width from 7 m to 13.5 m; and

d. Subdivision and Development Servicing Bylaw 2181, 2024 Section 6.3 (Lot Dimensions, Configuration, and Access) is varied to increase the number of permitted driveways from 2 to 3.

3. Minor variations to the development (*and not to required or varied Bylaw requirements*) may be permitted by the Director of Planning and Building Services.

4. 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.

5. Construction of driveways and parking areas, and delineation of parking spaces shall be completed *prior to the issuance of an Occupancy Permit*.

6. 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 estimate and deposit in the amount of 125% of the estimated landscaping costs by way of either an irrevocable letter of credit, or a certified cheque.

7. 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.

8. 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.

9. 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 in the event that it is not properly maintained and replaced as necessary by the Owner in accordance with Section 8 of this Permit.

10. 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.

11. This Permit is **not** a Building Permit.

DRAFT

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	
_____	_____
Address of Witness	Date
_____	
Occupation	
THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH	_____
	Ryan Windsor, Mayor
	_____
	Emilie Gorman, Corporate Officer

DRAFT

Central Saanich

APPENDIX "A"
DP # PL001746
001-730-517
LOT A SECTION 12 RANGE 1W SOUTH SAANICH DISTRICT PLAN 12789 (DD-B32848).
1255 MARCHANT RD

Attachments:

Site Plan prepared by Walking Stick Drafting, dated March 07, 2025.

DRAFT

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the Advisory Planning Commission Meeting

December 4, 2025, 4:00 p.m.
Council Chambers

Present:	Susan Zedel, Mark Alexander, Faye McClinton, Christopher Mounce, Reg Nordman, Roger Ord, Shauna Sundher
Absent:	Megan Parrish, Nancy Shackleford
Staff Present:	Kerri Clark, Manager of Development Services; Ivo Van der Kamp, Planner; Nareka Jacques, Administrative Coordinator

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6. NEW BUSINESS

6.2 1255 Marchant Rd – Development Permit with Variances

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

The applicant, David Lung, responded to questions from the Commission.

The Commission discussed the following:

- That there will not be suites in each of the homes, as it is not allowed by Zoning.
- That redevelopments should be consistent with the minimum setback for ALR land.
- That it will be a good fit for the community.
- The driveway and whether it is appropriate for the material to permeable.
- The fencing that will be around the ALR property.

MOVED
That the Advisory Planning Commission supports the Development Permit with Variances application for 1255 Marchant Road, as presented.
CARRIED UNANIMOUSLY

MOVED

That the Advisory Planning Commission requests that when staff consider future development of multi-unit developments that are adjacent to ALR land, that the guidelines for agriculture planning from the Ministry of Agriculture regarding additional setbacks be included in plans, and that permeable driveways be considered for small scale multi-unit properties, where a significant portion of the property is occupied by building and hardscaping.

CARRIED UNANIMOUSLY

DRAFT

From: [redacted]
To: Planning
Cc: [redacted]
Subject: Opportunity to be heard, correspondence for Jan 26th Council meeting
Date: January 25, 2026 10:37:53 PM

You don't often get email from [redacted] why this is important

Joanne van Oort

1269 Marchant Rd

Brentwood Bay BC

Jan 25, 2026

I have just received the mailed notice dated Jan 14, 2026 regarding the upcoming council meeting which will include the development proposal for 1255 Marchant Rd, Brentwood Bay.

I would like to include our concerns regarding the reduction of the ALR allowance at the rear of the property.

All of the properties along Marchant Rd in this area back onto a large parcel of ALR land. In order to accommodate the large amount of water from the ALR land, a drainage system has been installed by the Municipality along the property lines of 7 properties including 1255 Marchant Rd. These properties are required to provide Municipal access via an established easement. As shown on the enclosed map from the Central Saanich website, the underground drainage system (shown in green) runs from Rafiki Way to behind our property at 1269 Marchant Rd. An open drainage ditch (shown in pink) continues behind 1269, 1259 and 1255 Marchant Rd.

We purchased our property in 2019 and every year this above ground drainage swells to the point of flooding the back half of our property. I inquired at the end of the summer of 2025 to have the below ground drainage system inspected prior to the rainy season to ensure that it was working correctly. The municipal staff came out and assured me that it appeared it was in good repair however there was an unusual amount of water already collected in the storm

drains in front of 1259 and 1255 Marchant Rd.

It concerns me that if the required additional ALR allowance is reduced, this area will experience further drainage issues due to less ground being exposed to absorb the rainfall. The proposed lots will both likely experience the same flooding that we experience due to the ditch's location, which may damage the newly installed landscaping and turn their backyard into a muddy mess.

Even with the extensive drainage system in place for the ALR land runoff, it appears that it may require upgrades in the future to prevent flooding to these properties during heavy rainy periods.

As shown on the map, the underground system cuts diagonally through 1259 Marchant Rd and runs along the property line between 1259 and 1255. This storm drain requires a 6 foot easement between the properties which the current development plan does not account for, should the underground system require maintenance or upgrades. The 2 exposed storm drains in the current driveway of 1255 (that oddly do not appear on the municipal map) also do not appear to be accounted for as they would be positioned in Lot B's new driveway. The required engineered storm water retention tank/system for the development's paved driveway down the centre of the property, does not connect to either of the storm drain system currently in place.

I hope that these existing drainage concerns can be addressed prior to the acceptance of this development to avoid additional problems to surrounding property owners and avoid considerable expense to the Municipality to upgrade an already taxed system. All of these properties mentioned are also within or border a Riparian Zone (shown on the map with a red dotted line) which has additional restrictions based on Provincial regulations to protect waterways.

Thank you for your consideration,

Joanne van Oort

Attachment included: Marchant Rd Map.jpg

"The information contained in this transmission may contain privileged and confidential information of the District of Central Saanich. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by

reply email and destroy all copies of the original message. Thank you."

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: Notice on Title – 3224 Livesay Road

RECOMMENDATION(S):

That a Notice pursuant to the authority of Section 57 of the Community Charter be filed in the Land Titles Office against the Title of PARCEL A LOT 13 SECTION 16 RANGE 6E SOUTH SAANICH DISTRICT PLAN VIP1242 EXCEPTPLAN 13208 (DD 140947I) & LOT 17; PID 007-646-399; having a civic address of 3224 LIVESAY RD.

PURPOSE:

The purpose of this staff report is to recommend that a notice be placed on the land title record of the property described above because of non-compliance with the District of Central Saanich Building Bylaw, pursuant to the authority of Section 57 of the Community Charter and the District's Bylaw Enforcement Policy.

BACKGROUND:

In September of 2023, complaints were received regarding the property at 3224 Livesay Road, related to construction of accessory buildings as well as alterations to municipal drainage systems. Staff attended the property and spoke with the owner and subsequently followed up with a letter outlining the violations and compliance pathway.

For the two unauthorized accessory buildings, a wood frame barn and a separate cover-all structure, the owner ultimately obtained the required building permits. The barn construction was completed, and all final documentation was submitted, allowing the accessory barn file to be closed. The cover-all accessory building permit has not been completed, as the owner is not providing the final documentation (such as the structural engineer's approval) as requested. As a result, staff are unable to issue an occupancy certificate, and the structure remains non-compliant with the Building Bylaw.

DISCUSSION:

The owner has been advised of the issues and requirements for compliance with the Building Bylaw and the referenced BC Building Code and has had ample time to work with staff to resolve the violation (see Appendix Correspondence). Specifically, the bylaw states that:

> 6.2 No person shall occupy or use any *building* or *structure* unless an occupancy permit has been issued by a *building official* for the *building* or *structure*, or contrary to the terms of any permit issued or any notice given by a *building official*.

Due to this non-compliance, staff are seeking direction from Council as per the Bylaw Enforcement Policy. Using the policy to establish priority and associated level of non-compliance, this accessory building would be considered a **low priority** for enforcement.

IMPLICATIONS:

Financial

The cost of the process to file a notice on land title is included in the annual Planning and Building Services budget. In the event that the notice can be removed if resolved in the future, there would be a $500 removal fee charged to the owner.

Legal

If a notice is not filed on the land title, the liability of the District is potentially increased, future owners may not be advised of a building deficiency and may be exposed to potential loss.

OPTIONS:

Option 1 (recommended):
That a Notice pursuant to the authority of Section 57 of the Community Charter be filed in the Land Titles Office against the Title of PARCEL A LOT 13 SECTION 16 RANGE 6E SOUTH SAANICH DISTRICT PLAN VIP1242 EXCEPTPLAN 13208 (DD 140947I) & LOT 17; PID 007-646-399; having a civic address of 3224 LIVESAY RD.

Option 2
That a notice on title is not filed and staff be directed to take alternative action.

Option 3:
That a notice on title is not filed and staff be directed to take no further action.

CONCLUSION:

It is recommended by staff that a notice be filed against the title, pursuant to Section 57 of the Community Charter. By registering a notice on title, current and future owners will be aware that the project is outstanding and not in compliance with the building bylaw. Notices filed against the land title would be removed when the building infractions have been resolved to the satisfaction of the Planning and Building Services Department.

Report written by:	Kristina DeMedeiros, Manager of Building, Bylaw & Business Services
Respectfully submitted by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:
Appendix A: File History
Appendix B: Correspondence

BYLAW FILE HISTORY – 3224 LIVESAY RD	
FILE BYL01718	
Sept 19, 2023	Complaint received with multiple concerns including draining on streets, municipal ditches and unauthorized construction.
Sept 22, 2023	Bylaw, Building and Engineering attend for a site inspection and confirm an accessory building being built without a permit as well as drainage concerns to be addressed. Staff spoke with the owner about required compliance. One accessory building is a new barn, one is a pre-fabricated cover-all building and permits are required for each.
Oct 3, 2023	Compliance Letter issued to Property Owner. Granted 30 days to respond and resolve issues.
Dec 5, 2023	Staff and owner had been exchanging emails on solutions and advancing the compliance plan. By December the owner indicated a building permit would soon be submitted.
Feb 27, 2024	Bylaw Officer contacted the owner to inquire on status as no permits had yet been submitted.
March 7, 2024	Owner contacted Bylaw Officer to say permits would be submitted in March.
August 27, 2024	Building Permit application submitted.
September 18, 2024	Building Permit had deficiencies; Building Inspector issued a response to the owner.
October 17, 2024	Building Permit for the barn was issued, yet Building Permit for the cover-all accessory building remains in progress.
Feb 5, 2025	Building Permit for the barn progressing while the pre-fab accessory building permit requires engineer's oversight.

March 25, 2025	Building permit for the cover-all accessory building is issued.
Sept 10, 2025	Building Permit for the barn passes final inspection, completed.
Dec 11, 2025	Bylaw corresponds with owner advising that if the building permit for the cover-all pre-fab is not completed by January 2026 staff will proceed with a Notice on Title.
April 2, 2026	Staff reached out to owner to explain what information is required to complete the project and he was again advised that a request would be sent forward to Council to place a S.57 on title if project was not completed. Owner advised that he would not be finalizing the project.

1903 Mt. Newton Cross Road | Saanichton, BC Canada | V8M 2A9 | 250.652.4444

October 3, 2023

[redacted]

Dear [redacted],

Re: Unauthorized works to property and municipal infrastructure
3224 LIVESAY RD * PCL A LT 13 SEC 16 RGE 6E SSD PL VIP1242 EXCPTPLN 13208
ZONED: A-1 / ALR

This letter is being in follow up to the inspection on September 22, 2023. The inspection confirmed the following bylaw contraventions (summarized):

Building Bylaw:

- New accessory building being built without a permit
- Coverall building built without a permit

Land Use Bylaw:

- New driveway access without a permit
- Tennis court installed on ALR Lands – may require a Notice of Intent with the Agricultural Land Commission https://www.alc.gov.bc.ca/application-and-notice-process/applications

  https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information_bulletin_07_-_soil_or_fill_uses_in_the_alr.pdf
  Accessory Residential Facilities: Pools, tennis courts, basketball courts, landscaping which alters the topography or grade of the land, fountains, looping driveways >6 m in width, large workshops, and playgrounds are generally not considered to be necessary for residential uses except in exceptional circumstances where their size and siting presents little to no impact to arable land. Placement of soil or fill for these uses requires submission of a Notice of Intent or a Soil or Fill Use Application.

Traffic & Highways Bylaw:

- Chattel (obstruction) installed on the municipal road (French drain)
- Chattel (obstruction) on the boulevard, blocking a fire hydrant (farm stand)
- Private sign posted on municipal road

Protection of Natural Watercourses, Ditches and Drains Bylaw, No. 1237

- Works to municipal drainage with out a permit

Building Bylaw, No. 2014, Section 6 states in part:

6.0 Prohibitions

6.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building or structure, including excavation or other work related to construction unless a building official has issued a permit for the work.

Traffic and Highways Regulation Bylaw No. 2018, Section 10 which states in part:

16. Signs

(3) No person, other than a person authorized pursuant to this bylaw or the Motor Vehicle Act, shall place or erect a sign on real property which purports to regulate the adjacent highway.

Part 9 – Obstructions
No person shall, without approval of the District:

(6) SIGNS Erect or maintain any sign, advertisement or guide post on or over any highway or alter, repaint, tear down or remove any sign, advertisement or guide post erected or maintained on any highway

(8) STRUCTURES Place, construct or maintain a loading platform, skids, rails, mechanical devices, buildings or any other structure or thing on a highway or any portion of a highway

Land Use Bylaw, No. 2072

Definitions

"Driveway" means a paved or unpaved private roadway providing access to a Highway other than an access route in a bare land strata plan.

“Non-Farm Use”- means a use that is neither a farm use as defined by the Agricultural Land Commission Act, nor a use permitted in the Agricultural Land Reserve under the Agricultural Land Reserve Use Regulation.

PART 6 OFF-STREET PARKING, LOADING AND SCREENING REGULATIONS

Section 4 DEVELOPMENT AND MAINTENANCE STANDARDS FOR OFF-STREET PARKING

2. Except for those provided in respect of Residential Single Family and Residential Two Family uses, off-street parking areas shall be:
(1) accessed by a driveway from the public road system no less than 3.5 m wide where used for one-way traffic and no less than 6.0 m wide where used for twoway vehicular

traffic; and,
(2) arranged so as not to require the backing out of vehicles onto a public road

Protection of Natural Watercourses, Ditches and Drains Bylaw, No. 1237

2. Obstructing Watercourses

No person shall foul, obstruct or impede the flow of a stream, creek, waterway, watercourse, waterworks, ditch, drain or sewer, whether or not it is situate on private property.

3. Enclosure of Watercourse

No person shall enclose any open watercourse in a drain or culvert without the prior written permission of the Municipal Engineer; the Municipal Engineer shall not grant such permission unless the enclosure has been designed by a professional engineer, provided that the Municipal Engineer may grant a waiver of this provision if in his discretion he considers the proposed works to be of a minor nature such that a professional design is not required.

4. Work on Municipal Drainage System

No person shall alter, repair, remove, fill in, reconstruct, divert or carry out any other works on any watercourse or any sewer, storm sewer, stormwater management facility or watercourse constructed, owned or under the responsibility of the Municipality without the prior written approval of the Municipal Engineer.

In order to resolve the above described bylaw violations, you must:

1. Building Bylaw
    a. Submit a building permit for both accessory buildings by November 13, 2023
2. Traffic & Highways Bylaw
    a. Relocate the farm stand 6 meters + away from the fire hydrant by November 13, 2023
    b. Remove the French drain on the municipal road by November 13, 2023
    c. Remove the sign indicating “private road” by November 13, 2023. Staff will ask the Roads Department to install a “No through Road” sign in addition to the “No turning area” sign.
3. Land Use Bylaw
    a. Submit a Driveway Permit Application for the driveway and culvert constructed on District right-of-way. The driveway width constructed must be reduced to meet the Engineering Specifications and headwalls added to culvert inlet and outlet by November 13, 2023
    b. Confirm with the Agricultural Land Commission whether or not the tennis court requires a Notice of Intent by November 13, 2023
4. Natural Watercourses, Ditches and Drains Bylaw
    a. Submit a plumbing permit for the installation of a double check backflow device (DCBD) near the property line and recently installed 2” water service and meter, as per CRD’s safe drinking water bylaws and regulations by November 13, 2023

Engineering Contact – Brad Munro brad.munro@csaanich.ca 250-544-4500
Building Contact – Andrew Law Andrew.law@csaanich.ca 250-544-4241

If you have any questions, please contact me at mia.frankl@csaanich.ca or 250-544-4237.

Regards,
Mia Frankl, Bylaw Officer

Cc Andrew Law & Brad Munro

From: [redacted]
To: Mia Frankl
Cc: Andrew Law
Subject: RE: BP03309
Date: December 12, 2025 5:39:28 AM
Attachments: image001.jpg

Noted thank you Mia, I'll try pushing the pre-fab design engineer again when I'm back in January and see if I can't make any progress.

Thanks!! [redacted]

From: Mia Frankl <Mia.Frankl@csaanich.ca>
Sent: December 11, 2025 2:25 PM
To: [redacted]
Cc: Andrew Law <Andrew.Law@csaanich.ca>
Subject: re: BP03309

Hi [redacted],

The Building Permit for the pre-fabricated agricultural storage building remains at a standstill – it was issued in March and no inspections have been called for. If you are ready for inspections please schedule them before Jan 31, 2026, otherwise we will proceed with cancelling the permit and preparing a recommendation for Council to register a Notice on Title. You will be notified two weeks prior to this being scheduled at a Regular Council Meeting.

Thank you,

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

We gratefully acknowledge that the ancestral lands on which we work are within the traditional territories of the W̱SÁNEĆ peoples: W̱JOŁEŁP (Tsartlip), BOḰEĆEN (Pauquachin), SȾÁUTW̱ (Tsawout), W̱SIḴEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: Climate Adaptation and Disaster Risk Reduction

RECOMMENDATION(S):

1. *Endorse the Climate Risk Framework as a corporate framework to inform climate change adaptation, mitigation, preparedness, response, and recovery across the organization, as attached as Appendix A; and*
2. *Adopt the Climate Risk Accountability Policy, directing staff to apply the identified priority climate risks in planning and reporting through the District's Integrated Planning and Reporting (IP&R) framework, as attached as Appendix B.*

PURPOSE:

The purpose of this report is to present Council with a Climate Risk Framework and a companion Climate Risk Accountability Policy that together establish how climate-related risks will be consistently applied, monitored, and reported across District planning, decision-making, and service delivery.

The report also provides Council with an overview of upcoming provincial regulatory expectations under the Emergency and Disaster Management Act (EDMA)[1], which informs the timing and governance approach being recommended.

BACKGROUND:

The District has demonstrated leadership through its Climate Action / Climate Leadership Plan, which has focused primarily on greenhouse gas emissions reduction. While mitigation remains essential, climate science and lived experience clearly demonstrate that climate impacts are already occurring and will continue, even with aggressive emissions reduction.

As a result, local governments are increasingly expected to address climate change as a public safety, infrastructure, service continuity, and governance issue, not solely an environmental one. This evolution is reflected internationally through best practices identified in the Sendai Framework for Disaster Risk Reduction, and provincially through recent legislative reform under EDMA.

In response, staff undertook a Climate Change Adaptation and Disaster Risk Reduction study, supported by technical analysis, climate projections, community engagement and cross-departmental input. That work culminated in the Climate Risk Framework presented in Appendix A.

[1]EDMA: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/23037

DISCUSSION:

Climate Risk Framework (Appendix A)

The Climate Risk Framework establishes a corporate, risk-based approach for identifying, prioritizing, and responding to climate-related hazards across District operations. It considers how climate risks affect people, infrastructure, services, and ecosystems, and provides a shared foundation for consistent decision-making across departments.

The Framework:

- Identifies the District's highest priority climate risks based on likelihood, consequence, and projected climate change impacts;
- Recognizes social vulnerability as a key factor that can increase exposure and sensitivity to climate impacts; and
- Aligns with international best practice, including the Sendai Framework for Disaster Risk Reduction, as well as the updated EDMA legislation, with new regulatory obligations being released in Spring 2026, for adoption in 2027.

Importantly, the Framework is not an implementation plan. It is intended to serve as a common analytical policy that would be integrated into existing operating, planning, budgeting, and reporting processes across the organization.

Climate Change and Mental Health Resilience Strategy (Appendix B)

Climate change is not only an environmental and infrastructure issue. It is also a growing public health concern that affects mental health and community well-being. Mental health is closely tied to people's sense of safety, belonging, and connection to place, all of which are increasingly impacted by climate-related events.

In British Columbia, including Central Saanich, residents are already experiencing impacts such as anxiety during wildfire smoke events, stress during extreme weather, and grief related to changes in local environments. While awareness is increasing, there is still limited local data on the full extent of these mental health impacts.

Effective response requires attention to both risks and protective factors, such as social connection, access to supports and services, and mental health literacy. A strengths-based, community-informed approach is important, recognizing broader social and historical factors while building on existing community knowledge and resilience, especially in identified vulnerable populations.

Within the Climate Risk Framework, mental health is identified alongside physical and community health as a key area of climate-related impact. Appendix B provides further detail on this component.

First Nations

Central Saanich is located within the traditional territories of the W̱SÁNEĆ peoples, including Tsawout and Tsartlip First Nations. Climate change presents disproportionate risks to First Nations communities due to historical and ongoing land-use decisions, infrastructure gaps, and increased exposure to climate hazards such as flooding, sea level rise, and extreme heat.

The Climate Risk Framework recognizes the importance of collaboration, shared learning, and respect for Indigenous Knowledge Systems in advancing effective and equitable climate adaptation and disaster risk reduction. It also acknowledges First Nations-led risk assessments, including Hazard, Risk, and Vulnerability Assessments completed by Tsawout and Tsartlip First Nations, as complementary, place-based sources of information that support shared understanding and coordinated planning, without altering municipal jurisdiction or authority.

This approach aligns with the intent of EDMA, which emphasizes risk-based planning, cross-jurisdictional coordination, and collaboration with Indigenous governing bodies.

Climate Risk Accountability Policy (Appendix C)

The proposed Climate Risk Accountability Policy translates the Framework into clear Council direction and organizational accountability.

Rather than prescribing actions or projects, the Policy:

- establishes Council's expectation that staff planning and reporting be grounded in the identified priority climate risks;
- confirms that climate risk considerations must be addressed through existing plans, reports, and recommendations brought to Council; and
- embeds accountability through the District's Integrated Planning and Reporting (IP&R) framework, including annual reporting to Council.

This approach ensures climate risk is addressed consistently, transparently, and defensibly, without creating parallel planning processes or additional roadmaps.

IMPLICATIONS:

Governance and Accountability
The proposed Policy strengthens Council oversight by clearly articulating how climate risk outcomes are to be demonstrated through planning and reporting, without constraining future Council discretion.

Legislative

Emergency and Disaster Management Act (EDMA)[2]

EDMA modernizes British Columbia's emergency management system by shifting toward risk-based disaster risk reduction across all four phases: mitigation, preparedness, response, and recovery.

While EDMA is now in force, provincial guidance indicates that new local authority regulations are anticipated in fall 2026, with key requirements expected to take effect in January 2027. Based on information released to date, local governments will be expected to demonstrate:

- risk-based emergency management;
- emergency and business continuity planning aligned with identified risks;
- cross-departmental coordination and readiness; and
- continuous improvement and accountability.

The proposed Framework and Policy position the District to meet these expectations in a coordinated and proactive manner, rather than through reactive or fragmented compliance efforts. Grant funding received

[2] EDMA: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/23037

by the District to support this work was provided through UBCM and was intended to strengthen local government readiness for these upcoming regulations.

Financial

There are no immediate financial implications associated with adoption of the Framework or Policy. The approach supports fiscally responsible, evidence-based decision-making by ensuring that infrastructure, service, and capital planning are informed by priority climate risks and long-term risk reduction considerations. Transparency regarding implications regarding climate risk mitigation for priority risks will be included as a standing item in staff reporting.

Operations

The Policy does not introduce new operational requirements or standalone workplans, instead clarifies expectations for planning, budgeting, and reporting processes.

Risk

Failure to adopt a coordinated climate risk governance approach increases the risk of inconsistent planning, fragmented decision-making, and reduced readiness for upcoming EDMA regulatory requirements.

CONCLUSION:

The Climate Risk Framework and Climate Risk Accountability Policy together provide Council with a clear, defensible governance structure for managing climate-related risks across the organization. This approach complements existing climate mitigation efforts, aligns with emerging provincial expectations, and ensures that climate risk considerations are embedded into the District's established planning and reporting systems.

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

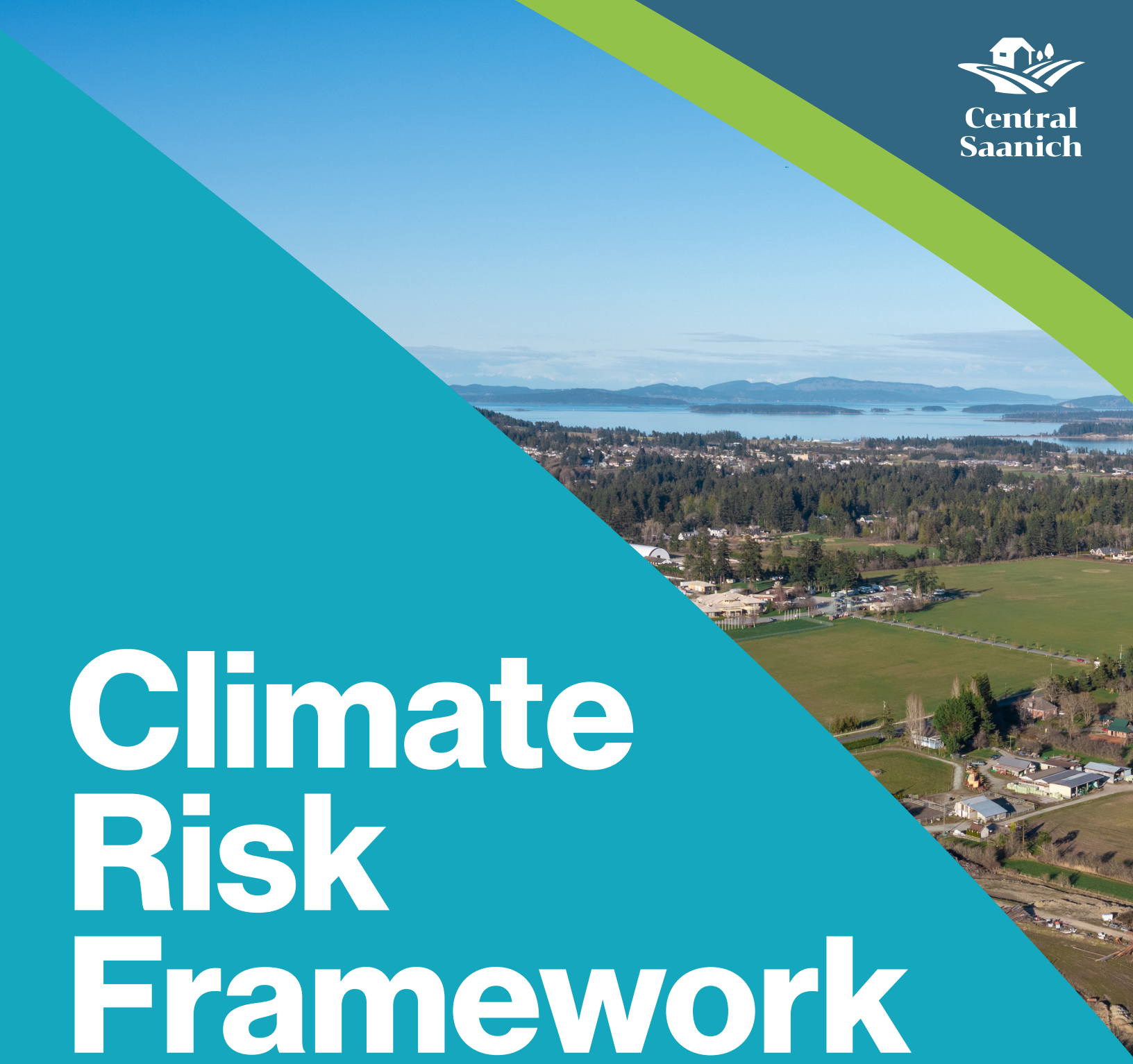
ATTACHMENTS

Appendix A: Climate Framework – Climate Change Adaptation, Mitigation, Preparedness, Response, and Recovery

Appendix B: Climate Change and Mental Health Risk and Resilience

Appendix C: Climate Risk Accountability Policy

Central Saanich



Climate Risk Framework

To Inform Climate Change Adaptation, Mitigation, Preparedness, Response, and Recovery

2026

Integrated Planning & Reporting

Acknowledgement

The District of Central Saanich is located within the traditional territory of the W̱SÁNEĆ peoples, represented today by W̱JOŁEŁP (Tsartlip), S̱TÁUTW̱ (Tsawout), W̱SIḴEM (Tseycum), BOḰEĆEN (Pauquachin), and MÁLEXEŁ (Malahat) First Nations. The W̱SÁNEĆ People have been here since time immemorial, and this is their home.

We extend our deep appreciation to all of Central Saanich's community members who shared their experiences and insights to inform the District's climate risk and adaptation planning process, including residents, S̱TÁUTW̱ and W̱JOŁEŁP First Nations staff and community members, and representatives from local businesses and community organizations.

The District of Central Saanich also gratefully acknowledges Pinna Sustainability for their professional support and contributions to this project.

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Glossary

Adaptation: In human systems, the process of adjustment to actual or expected climate and its effects, in order to moderate harm or exploit beneficial opportunities[1].

Climate-Related Hazard: The potential occurrence of a physical event, trend, or impact influenced by climate variability or climate change that may cause harm to people, infrastructure, ecosystems, or the economy[2].

Consequence: The severity of impacts across multiple dimensions, including human health and safety, psychosocial impacts, displacement, damage to property and infrastructure, environmental harm, and economic disruption.

Disaster Risk Reduction: The concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events[3].

Impact: The effect of climate change on human and natural systems. Impacts generally refer to effects on lives, livelihoods, health and well-being, ecosystems and species, economic, social and cultural assets, services (including ecosystem services), and infrastructure[4].

Likelihood: How often a hazard of a specific magnitude is expected to occur, informed by historical experience and future climate projections.

Mitigation: In disaster risk reduction contexts, mitigation refers to actions that lessen or minimize the adverse impacts of a hazardous event[5].

Note that the term "climate mitigation" often refers to reducing greenhouse gas emissions; however, in this document, "mitigation" is used exclusively in the disaster-risk-reduction sense defined above.

Resilience: The ability of a system and its components to anticipate, absorb, accommodate, or recover from the effects of a hazardous event in a timely and efficient manner [6].

Risk: The potential for adverse consequences where something of value is at stake and where the occurrence and degree of an outcome is uncertain[7]. Climate risk refers to the adverse consequences of a climate-related hazard – a natural hazard, such as flooding, that is influenced by climate change. Risk results from the interaction of the vulnerability of the affected system, its exposure to hazard(s) over time, and the likelihood of the hazard. For practical decision-making, the District applies a widely accepted formula:

Risk = Likelihood × Consequence

Vulnerability: The propensity or predisposition of a person, animal, place or thing to be adversely affected by impacts of a hazard[8]. Vulnerable people, animals, places or things are particularly susceptible, due to physical or geographic location or environmental factors, or other similar factors, to the adverse effects of an emergency, and have prescribed characteristics[9].

1 Intergovernmental Panel on Climate Change. 2022. **AR6 Report**.
2 Adapted from Intergovernmental Panel on Climate Change. 2022. **AR6 Report**.
3 UNISDR. 2009. **2009 UNISDR Terminology on Disaster Risk Reduction**.
4 Intergovernmental Panel on Climate Change. 2022. **AR6 Report**.
5 United Nations Office for Disaster Risk Reduction (UNDRR). 2017. **The Sendai Framework Terminology on Disaster Risk Reduction**.
6 Intergovernmental Panel on Climate Change. 2022. **AR6 Report**.
7 Government of BC. 2025. **BC Disaster and Climate Risk and Resilience Assessment**.
8 Intergovernmental Panel on Climate Change. 2022. **AR6 Report**.
9 Government of BC. 2026. **Emergency and Disaster Management Act**.

Purpose and Scope

The Climate Risk Framework (Framework) is a guiding document within the District of Central Saanich's Integrated Planning and Reporting Framework (see Figure 1). Its purpose is to ensure that climate-related risk reduction and adaptation considerations are integrated directly into strategic decisions, budgeting, service planning, asset management, and day-to-day governance across all departments. Rather than functioning as a stand-alone action plan, the Framework provides a shared foundation to strengthen decisions and support long-term resilience.

The purpose of the Framework is to ensure that climate-related risk reduction and adaptation considerations are integrated directly into strategic decisions, budgeting, service planning, asset management, and day-to-day governance across all departments.

This Framework establishes common terminology and core concepts so staff and Council can work from a unified understanding of climate and disaster risk. It summarizes how major climate-related hazards are changing, highlights known vulnerabilities, and provides an initial indication of how risks may evolve as climate change progresses.

The Framework also outlines the method and processes used to assess climate-related hazards and supports the District in continuing to build its understanding of how climate change influences community and corporate risk profiles over time.

The Framework identifies a set of guiding principles to help the District integrate climate-related risk reduction and adaptation into governance, planning, and service delivery. It also affirms the District's commitment to collaboration with Tsartlip and Tsawout First Nations, recognizing the value of shared knowledge, place-based expertise, and coordinated action in understanding and reducing climate-related risks.

At this stage, the Framework is focused on District operations and services. Building community-wide resilience will involve collaboration with First Nations, regional partners, community organizations, businesses, and residents over time.

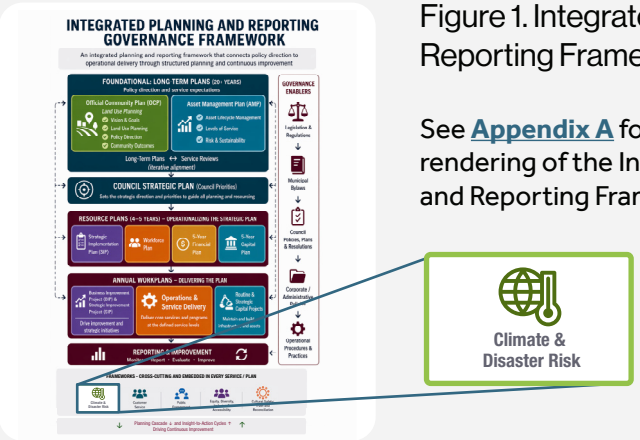


Figure 1. Integrated Planning and Reporting Framework

See Appendix A for a full size rendering of the Integrated Planning and Reporting Framework diagram.

Evolving our Approach:
Climate-Informed Hazard and Risk Management

The District of Central Saanich has an established history of assessing all hazards and managing emergencies, including undertaking Hazard, Risk, and Vulnerability Assessments (HRVAs) and advancing risk-reduction efforts across departments. This Framework builds on that foundation by identifying how to integrate the influence of climate change on climate-related hazards, risks, and vulnerabilities into this process.

Sendai Framework for DRR Principles

Priority 1: Understanding disaster risk

Priority 2: Strengthening disaster risk governance to manage disaster risk

Priority 3: Investing in disaster risk reduction for resilience

Priority 4: Enhancing disaster preparedness for effective response, and to «Build Back Better» in recovery, rehabilitation and reconstruction

Climate science shows that significant climate impacts are already occurring, and that many will continue to intensify for a long time due to past and ongoing global emissions—even if emissions were sharply reduced today. As a result, the likelihood of several hazards are shifting. The District is therefore incorporating climate projections and scenarios into risk assessment and governance so decisions remain evidence-informed and forward-looking.

This approach is driven by alignment with the Sendai Framework for Disaster Risk Reduction, which emphasizes understanding risk, strengthening governance, investing in resilience, and enhancing preparedness and recovery ("build back better.")[10] The Framework operationalizes these priorities in relation to climate change through a repeatable climate risk assessment methodology and by embedding climate risk considerations into planning and decision-making.

It also reflects and supports readiness under B.C.'s Emergency and Disaster Management Act (EDMA), which is shifting local practice[11] toward:

- Risk-based emergency management, including risk assessments that incorporate consideration of vulnerability and intersectional disadvantage
- Emergency management plans aligned with identified risks
- Business continuity planning for essential services
- Incorporating Indigenous knowledge and local knowledge where available[12]
- Training, readiness, and coordination across departments and partners
- Continuous improvement and accountability

This Framework provides the governance foundation to meet these expectations in a coordinated and defensible way. The grant funding received by the District to support this work is specifically intended to strengthen readiness for these EDMA requirements.

10 United Nations Office for Disaster Risk Reduction (UNDRR). 2017. **Sendai Framework for Disaster Risk Reduction 2015-2030**.

11 While EDMA is in force, new local authority regulations are forthcoming, with provincial direction indicating regulations are anticipated in Spring 2026 and key requirements expected to come into effect in January 2027; **https://www2.gov.bc.ca/gov/content/safety/emergency-management/emergency-management/legislation-and-regulations**

12 These are the expected obligations for local governments based on provincial guidance to date; **https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/legislation/fs-indigenous_knowledge-edma.pdf**

Guiding Principles

The District applies the following guiding principles to ensure climate-related risk reduction and adaptation are integrated into governance and decision-making, consistent with the expectations of B.C.'s Emergency and Disaster Management Act and aligned with the Sendai Framework for Disaster Risk Reduction.

Informed Decision-Making

Climate risk decisions will be informed by climate science, technical analysis, and diverse forms of knowledge, including information shared by First Nations, local expertise, and lived experience. This ensures mitigation, adaptation, and response actions are grounded in the best available information and reflect local realities.

Corporate Integration and Shared Accountability

Climate risk mitigation, adaptation, preparedness, response, and recovery are shared responsibilities across the organization. To support this, climate risk considerations will be integrated into departmental service planning, asset management, capital planning, emergency management, and corporate reporting.

Equity-Centred Outcomes

The District recognizes that climate-related hazards are not experienced equally. Planning and response will account for social vulnerability and differential impacts, ensuring that mitigation, adaptation and recovery efforts reduce disproportionate harm and support inclusive outcomes.

Financial Sustainability

Climate risk management will be integrated into financial planning and asset management to support fiscally responsible decisions. Investments in climate adaptation and resilience will be guided by evidence to reduce long-term risk, protect service continuity, and avoid future costs associated with damage and disruption.

Collaboration and Shared Stewardship

Effective climate risk management requires collaboration across jurisdictions and sectors. The District will continue to work with First Nations, regional partners, community organizations, and residents to advance mitigation efforts, strengthen adaptive capacity, and support coordinated emergency response and recovery.

Continuous Improvement and Adaptive Management

Climate risks and conditions evolve over time. The District will apply a continuous improvement approach by monitoring outcomes, updating risk information, and refining mitigation, adaptation, and response measures through IP&R reporting and review cycles.

Climate Risk Assessment Methodology

The District applies a structured, best-practice approach to assessing climate-related hazards, exposure, vulnerability, and risk, in alignment with the Emergency and Disaster Management Act and the Sendai Framework. This methodology provides a repeatable process that will be refined and updated as new climate information, local knowledge, departmental data, and provincial guidance become available. The District has completed an initial application of this approach to identify priority climate-related hazards, including qualitative inputs to score select hazard scenarios. The District will continue to deepen its understanding of risk over time through regular planning and reporting cycles.

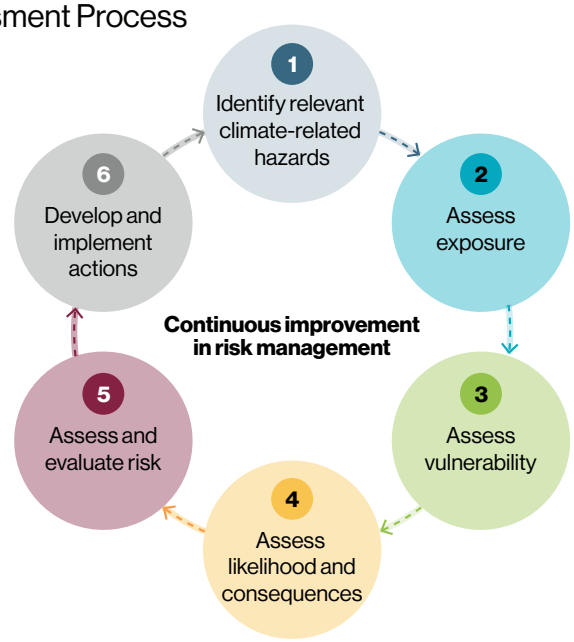
Figure 2 outlines the key steps in the District's climate-informed risk assessment process. The District assesses climate-related risk using the commonly accepted relationship between likelihood, consequence, and vulnerability:

- **Likelihood** reflects how often an event of a given magnitude is expected to occur
- **Consequence** reflects the severity of impacts across people,infrastructure, the environment, and the economy
- **Vulnerability** amplifies the severity of consequences experienced by different populations, systems, and places

After risks are assessed, the District identifies actions to address priority risks. As part of continuous improvement, the process loops back to Step 1 so that assessments and responses can be updated as new information emerges.

There are multiple sources of information that can inform each step, such as climate projections, local experience, lessons learned from past hazard events, technical analysis, information shared by First Nations, and research and literature. See Appendix B for a description of key steps and information sources that inform the District's risk assessment process.

Figure 2. Risk Assessment Process



Social Vulnerability and Equity

Climate-related risks are not experienced equally. Vulnerability reflects the social, economic, physical, and systemic factors that influence how strongly different people, services, and places are affected by a hazard and how well they can cope or recover. In applying climate risk information to planning, service delivery, emergency management, and recovery, the Framework requires departments to consider who is most affected, not only which assets are at risk. Analysis identified several populations with heightened vulnerability to climate-related hazards (see **Appendix C**), including:

- older adults
- people with disabilities or mobility challenges
- people living alone
- unhoused individuals
- agricultural operators and workers
- Indigenous Peoples

This lens ensures that risk-reduction actions support equitable outcomes and reflect the needs and strengths of those most affected.

CENTRAL SAANICH
FIRE DEPARTMENT
STATION NO. 1
CENTRAL SAANICH
FIRE DEPARTMENT
Non-Emergency: 250-544-4238
District of Central Saanich
FOREST FIRE DANGER
LOW
MODERATE
HIGH
EXTREME
CARBON MONOXIDE
THE SILENT KILLER!
CARBON MONOXIDE
BE ALARMED!
DO YOU HAVE
A DETECTOR?

District of Central Saanich Highest Priority Hazards

The District has completed an initial application of this climate-informed risk assessment process to identify which climate-related hazards present the greatest overall risk to the municipal operations and community now and in future climate scenarios. Using a standardized likelihood-and-consequence risk assessment approach described in the methodology section (see **Appendix B**), the District considered a range of acute and slow-onset climate-related hazards relevant to Central Saanich. The initial assessment is informed primarily by engagement with District staff, supplemented by insights gathered from service providers, First Nations representatives, interest holders, and community members. Information gathered from engagement sessions included identifying vulnerabilities to climate-related hazards, exploring the types of impacts being experienced, understanding the strengths and adaptation efforts underway, and uncovering opportunities to enhance resilience[13].

Based on the initial assessment, several hazards emerged as moderate to high risk in the future (once climate change projections are considered). These moderate to high risk hazards show increasing likelihood of occurring in the future and are the initial focus for the District's Integrated Planning and Reporting framework. Lower-ranked hazards are not benign and should be monitored and updated regularly. The following risk matrices show the current and future risk levels for each hazard, based on the District's initial analysis.

13 Pinna Sustainability. 2025. What We Heard: Disaster Risk Reduction and Climate Adaptation in Central Saanich.

Figure 3. Risk Matrix for Current Risk in Central Saanich

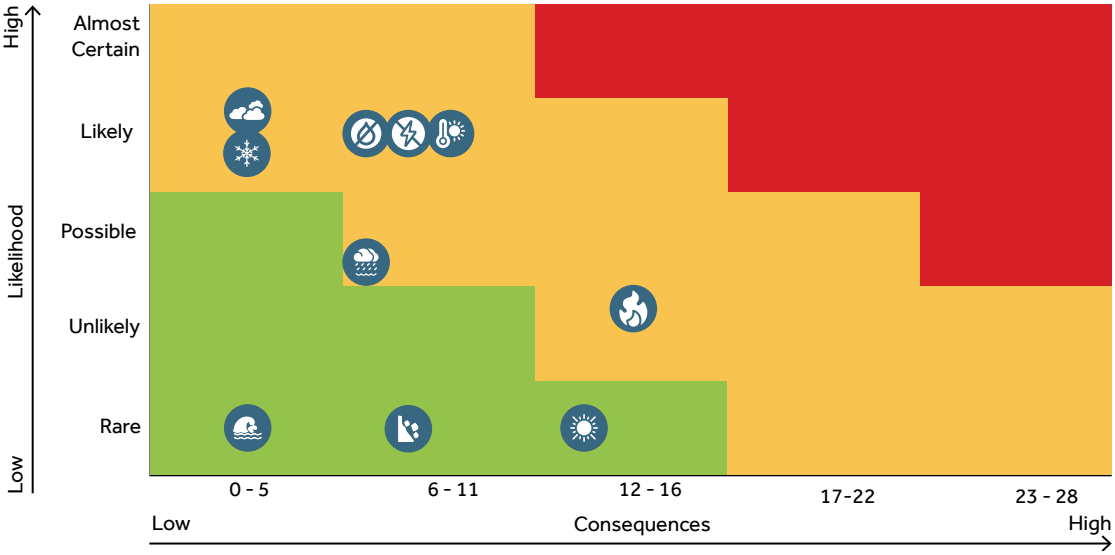
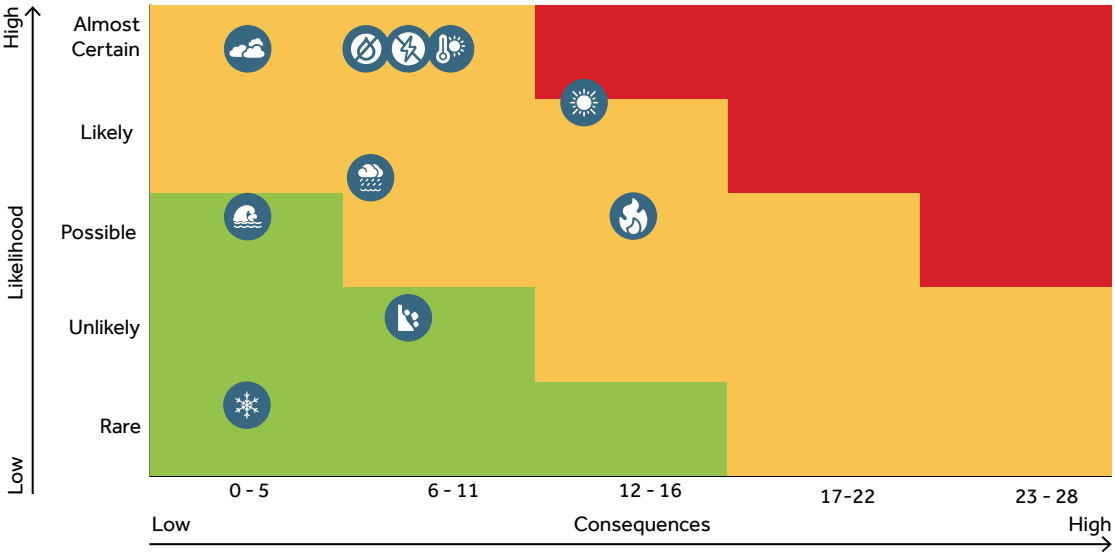


Figure 4. Risk Matrix for Future Risk at GWL 3°C in Central Saanich



Legend

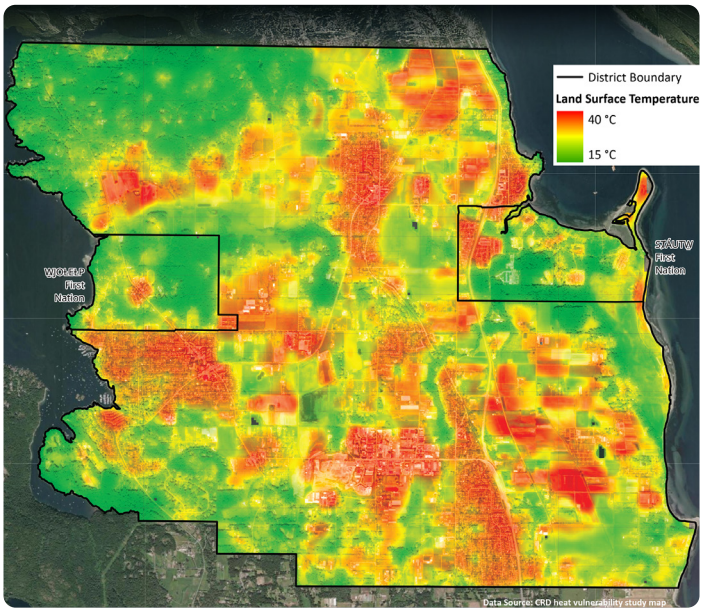
- Extreme Heat Emergency
- Heat Dome
- Wildfire
- Wildfire Smoke
- Drought
- Storms and Power Outage
- Rainwater Flooding
- Coastal Flooding
- Landslide
- Extreme Cold

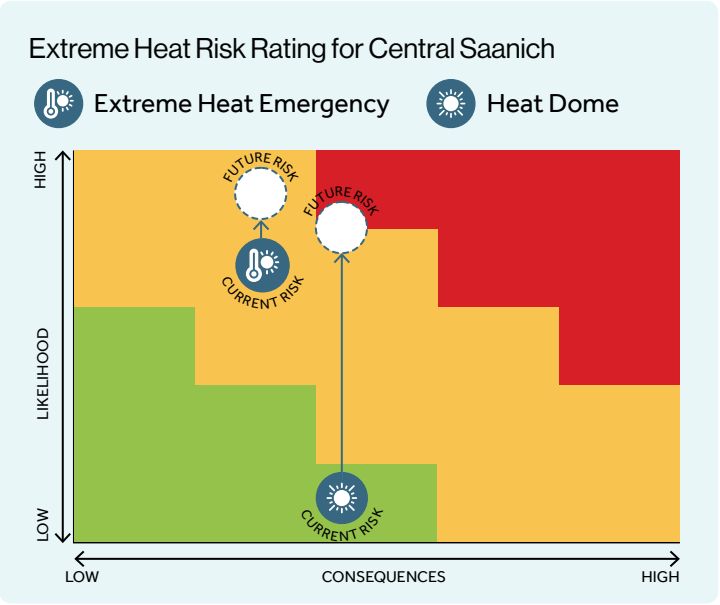
The following pages provide a concise, two-page summary for each of the priority hazards with:

- A brief description of the hazard
- Key climate projections that show how the hazard is expected to change
- Examples of anticipated impacts
- A short list of vulnerabilities and exposure considerations relevant for District planning

This prioritization is a starting point and will be refined over time as part of our commitment to continuous improvement through regular IP&R and emergency management cycles.

Extreme Heat





Above: Land Surface Temperature Heat Exposure Map. District of Central Saanich. Adapted from the **CRD Extreme Heat Information Portal Regional Heat Map**

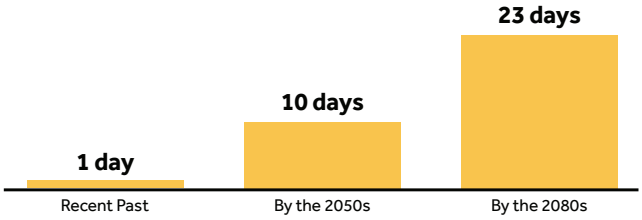
What is Extreme Heat

Environment Canada issues a heat warning when daytime temperatures are expected to reach 29°C or higher for two days in a row, and nighttime temperatures stay at 16°C or warmer. An extreme heat emergency is declared when these conditions are met and the forecast shows that daily high temperatures will rise significantly for at least three more consecutive days.[14] A heat dome is a rare, but particularly dangerous extreme heat event that occurs when a strong high-pressure system sits over an area for days, trapping hot air and causing prolonged, life-threatening heat.

Extreme Heat Events are Increasing

As the climate warms, extreme heat events that were once rare in Central Saanich are becoming more common and more intense, which is increasing the risks associated with this hazard. Average summer daytime temperatures will continue increasing, with the hottest summer day typically reaching 35°C by the 2080s. Severe heat waves will happen more often as shown in the graph. See **Appendix D** for more climate projections and **Appendix E** for a larger map of how heat exposure varies across the community.

Indicator: Heat Wave Days



Temperatures can vary significantly across the community, causing some people and places to be more exposed to higher temperatures (**see Appendix E**).

14 **BC Provincial Heat Alert and Response System (BC HARS): 2025**.

How Extreme Heat Can Affect Us

Extreme heat increases the risk of heat-related illness, worsens mental and physical stress, and creates safety risks for people who work or spend time in hot or poorly ventilated environments

Homes, workplaces, and public spaces can overheat, increasing demand for cooling and community amenities, while placing additional strain on energy systems and local services

Hot, dry conditions can reduce crop yields, stress livestock, lower productivity for workers, and lead to business disruptions during very hot periods

Rising temperatures increase wildfire risk, warm streams, harm heat-sensitive species, and make parks and natural areas harder and more costly to maintain

Effects of heat are amplified when it occurs at the same time as other hazards like wildfire smoke or drought

Vulnerabilities: Who, What, and Where can be More Affected

Populations

- Older adults (65+) and young children
- People with pre-existing physical and mental health conditions
- People living alone
- People with disabilities or mobility challenges who may face barriers to access cool spaces
- People with lower incomes if cooling is unaffordable
- Agricultural producers
- Outdoor workers
- Underhoused populations

Buildings and Places

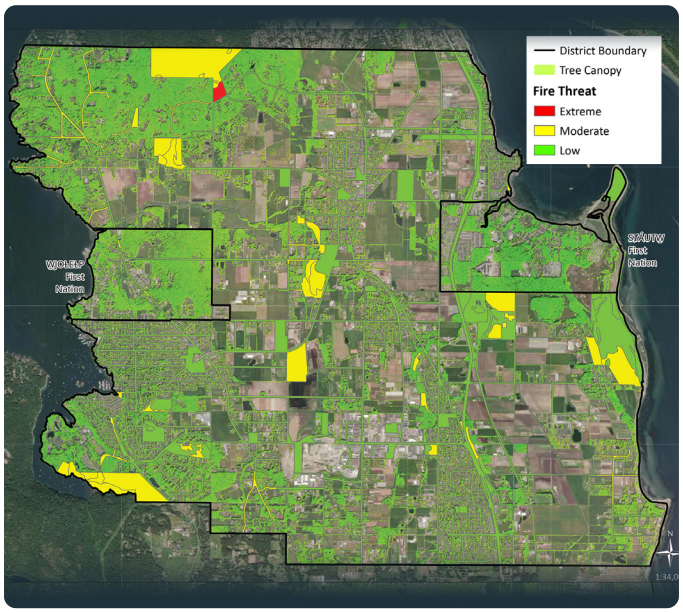
- Homes and work places without cooling; strata and rental homes may face additional barriers to adding cooling
- Public facilities without adequate cooling
- Urban areas with less shaded areas and green spaces

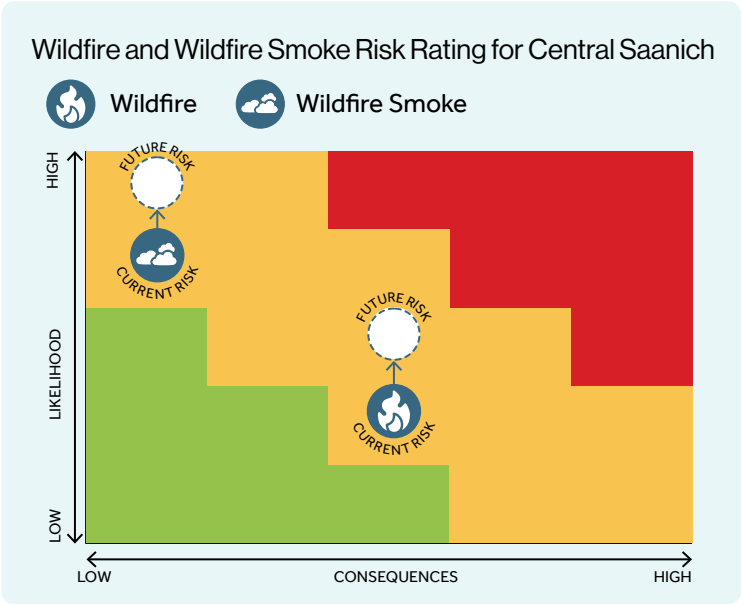
Systems and Environments

- Agricultural land
- Forested and wildland-urban interface areas
- Natural areas and ecosystems sensitive to heat

See Appendix C for more information about populations at risk

Wildfire and Wildfire Smoke





Above: Wildfire Threat Risk Map. District of Central Saanich. 2024. **Community Wildfire Resiliency Plan**.

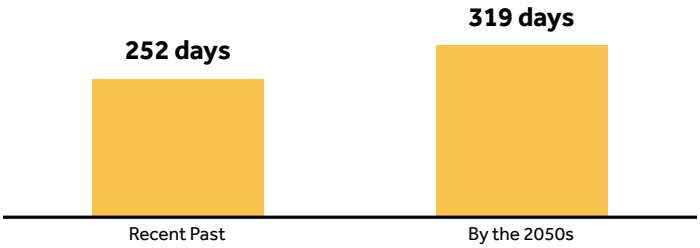
What is Wildfire and Wildfire Smoke

A wildfire in B.C. is an unattended or uncontrolled open fire burning forest land, grass land or within 1 km of forest land or grass land[15]. Wildfire smoke contains gases and fine particulate matter (PM2.5) that can travel long distances and degrade air quality well beyond the fire region. The Air Quality Health Index (AQHI) communicates the current level of air pollution-related health risk to help people make informed decisions to protect their health, especially during poor air quality events such as wildfire smoke events.

Risks of Wildfire and Associated Smoke are Increasing

Although wildfires have occurred infrequently on Southeast Vancouver Island, climate change is intensifying wildfire activity by driving longer periods of drought, altering precipitation patterns, and drying vegetation, which elevate fire behaviour, severity, and risks in the wildland-urban interface[16]. Select areas in Central Saanich pose a higher threat for wildfire (see **Appendix F**). As wildfire risk is increasing in most areas across the province, so is the risk of exposure to wildfire smoke. See **Appendix D** for more climate projections.

Indicator: Fire Season Length[17]



15 BC Wildfire Act. Current to March 3, 2026.

16 **https://natural-resources.canada.ca/forest-forestry/wildland-fires/climate-change-wildland-fire** and District of Central Saanich, "Central Saanich Community Wildfire Resilience Plan" 2024

17 **Climatedata.ca** "Fire Weather Projections" for Vancouver Island Inland (North Cowichan/Duncan) as the Saanich Peninsula is not represented on the available data currently.

How Wildfires and Wildfire Smoke Can Affect Us

Wildfire smoke can harm physical and mental health due to poor air quality, reduced outdoor activity, loss of access to recreational areas, and stress or trauma associated with evacuation, displacement, or wildfire threat

Wildfires can damage private properties, public buildings, and critical infrastructure, while smoke can deteriorate indoor air quality when filtration systems cannot keep it out

Wildfires can damage crops, livestock and equipment, reduce plantable land, and raise insurance cost, while smoke can reduce outdoor worker productivity and disrupt tourism

Wildfires can damage ecosystems, contaminate the environment from burned materials, and increase human–wildlife conflict

Impacts increase when heat and smoke events occur at the same time, and the frequency of this combination is increasing

Vulnerabilities: Who, What, and Where can be More Affected

Populations

- Older adults (65+) and young children
- People with pre-existing health/respiratory conditions
- People with pre-existing mental health conditions
- Pregnant individuals
- People with disabilities or mobility challenges who may face barriers to access clean air spaces
- Outdoor workers
- Agricultural producers

Buildings and Places

- Homes, rental units and workplaces without adequate air filtration systems
- Public facilities without adequate air filtration systems
- Properties/buildings located near forested and wildland-urban interface areas

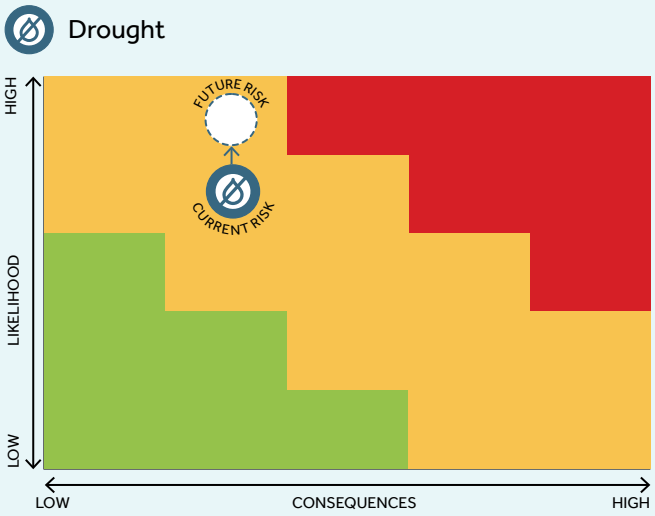
Systems and Environments

- Agricultural land
- Tourism businesses
- Forested and wildland-urban interface areas
- Natural ecosystems

See **Appendix C** for more information about populations at risk

Drought and Water Shortage

Drought Risk Rating for Central Saanich



Above: Oak Haven Park during dry season

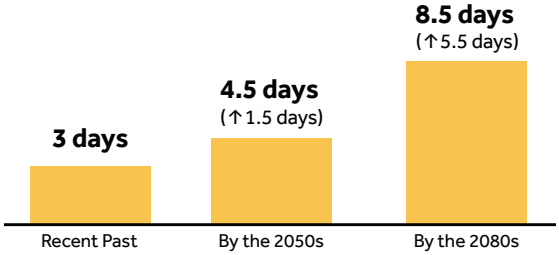
What is Drought and Water Shortage

Drought is a prolonged period with below-normal precipitation; water shortage occurs when available, usable water cannot meet needs for people, ecosystems, and uses like agriculture. The BC government uses a six-level scale to rate the severity of drought conditions[18].

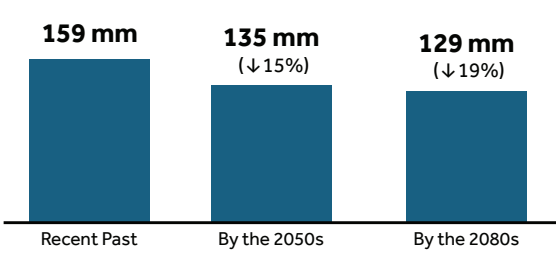
Increasing Drought and Water Availability Risk

Hotter, drier summers are increasing seasonal water stress in Central Saanich. As an agricultural community, lower summer rainfall and higher evapotranspiration are expected to raise irrigation and other water demands. Central Saanich relies on the CRD's Sooke Lake Reservoir and groundwater. Although groundwater levels on the Saanich Peninsula have remained generally stable over the past two decades, they are sensitive to shifts in precipitation, recharge rates, and human withdrawals[19], and Vancouver Island has recorded a prolonged Level 4-5 drought in recent seasons[20]. See **Appendix D** for more climate projections.

Indicator 1: Heatwave Maximum Length



Indicator 2: Average Summer Rain



18 **British Columbia Drought and Water Scarcity Response Plan**

19 Long-term Trends in Groundwater Levels in B.C. State of the Environment Indicators. **https://www.env.gov.bc.ca/soe/indicators/water/groundwater-levels.html**

20 **BC's Provincial Drought Information Portal** "Historic Drought Levels" shows drought conditions. Level 4, in red, denotes that adverse impacts to socio-economic or ecosystem values are likely to occur.

How Drought and Water Shortage Can Affect Us

Reduced water for gardens can affect home food production and food security, and dry conditions increase dust that can worsen respiratory conditions

Limited water supply can hinder fire protection in areas without hydrants when reservoirs, ponds, or creeks are low

Dry conditions can reduce soil health and limit irrigation, increasing crop-loss risk for agricultural producers affecting local food production and garden-based tourism. Approximately 60% of the District's land base is Agricultural Land Reserve (ALR).

Reduced streamflow during drought increases wetland loss and harms fish and other aquatic species

Effects of drought can lead to increased wildfire risk as grass, trees, and other vegetation become dry and fuel for fire

Vulnerabilities: Who, What, and Where can be More Affected

Populations

- Agricultural producers
- People reliant on homegrown food production
- People with pre-existing respiratory conditions (due to dust)
- People experiencing stress or anxiety related to prolonged drought conditions

Buildings and Places

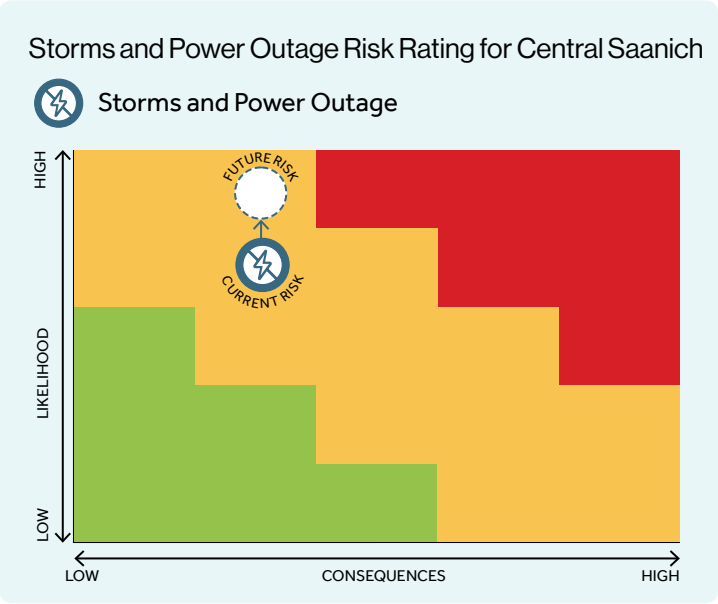
- Areas without access to fire hydrants

Systems and Environments

- Agricultural land
- Garden-based tourism
- Wetlands
- Fish and aquatic ecosystems
- Plants/trees requiring consistent water (e.g., Western redcedars)

See **Appendix C** for more information about populations at risk

Storms and Power Outage



Above: Storm damage. Credit: BC Hydro.

What are Severe Storms

Environment and Climate Change Canada now uses colour-coded weather alerts to communicate storm severity forecasts, which may activate local EOC protocols. Severe storms may cause power outage and flooding when accompanied by heavy rainfall (see next section for details about heavy rainfall related flooding).

Intensity of Storms

Climate change is increasing the frequency and intensity of heavy precipitation events. Climate change projections for wind are limited because wind patterns are localized and hard to predict with confidence through global climate models. In the long-term as temperatures below zero become rare, Central Saanich is expected to experience fewer snow and ice storms and fewer extreme cold events.

How Severe Storms Can Affect Us

Severe storms may cause power outages that pose health and safety risks, particularly for people who rely on powered medical devices

Severe storms can disrupt critical infrastructure - such as sewage treatment facilities, lift stations, pump stations, and communication networks - particularly where backup power is limited; fallen trees may block roads and cut power, and intense or prolonged rain can overwhelm drainage systems and damage property

Increased power outages can challenge business operations

Increased runoff from urban areas during storms and increased sedimentation can affect aquatic species; tree breakage and loss can reduce the urban and natural forest canopy, stress remaining trees, and add downed material that increases wildfire fuel

Vulnerabilities: Who, What, and Where can be More Affected

Populations

- People that rely on electric medical or mobility devices
- Underhoused populations

Buildings and Places

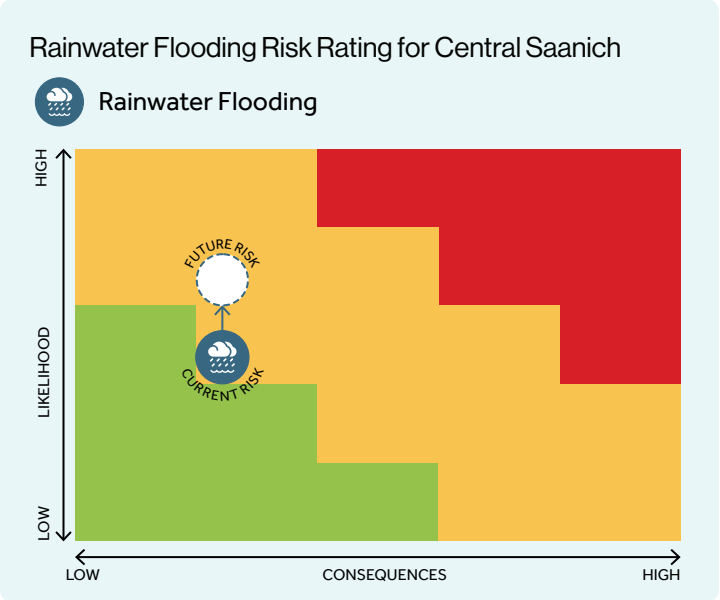
- Infrastructure and facilities without adequate back-up power systems

Systems and Environments

- Businesses reliant on power to operate

See **Appendix C** for more information about populations at risk

Rainwater Flooding



Above: Flooding in Maber Flats/T̓IKEL

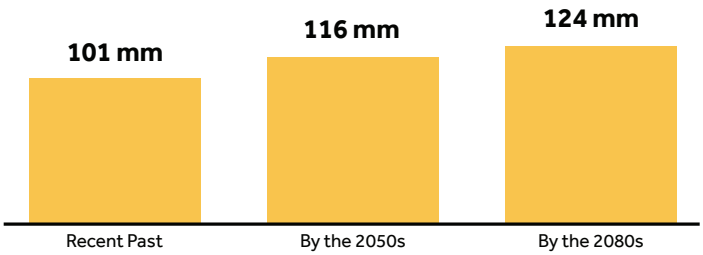
What is Rainwater Flooding

Rainwater flooding, also commonly referred to as stormwater flooding, occurs in localized areas when rainfall exceeds the capacity of natural or built drainage systems. Contributing factors include rain intensity, soil saturation, blocked drains, high tides limiting outflow, and aging or undersized infrastructure. Two subcatchments in Central Saanich more prone to localized, often seasonal rainwater flooding include the Maber Flats/T̓IKEL area and Martindale Valley.

Climate-Driven Pressures on Central Saanich's Drainage Systems

As temperatures warm, Central Saanich will experience more overall rainfall in every season except summer, with more frequent intense rainstorms. See **Appendix D** for more climate projections.

Indicator: 1-in-20-Year Wettest Day*



*mm of rainfall

How Rainwater Flooding Can Affect Us

Rainwater flooding can lead to mould in homes, contaminate wells, damage septic fields, and back up sewer systems into properties

Rainwater flooding can disrupt transportation routes within the District and broader supply chain routes in the region

Rainwater flooding can inundate crops and disrupt agricultural operations, reducing production (especially during shoulder seasons). Flooding can degrade water quality and aquatic ecosystems, through creek sedimentation, habitat damage, and other ecological changes that harm fish and wildlife.

Rainwater flooding can degrade water quality and aquatic ecosystems, through creek sedimentation, habitat damage, and other ecological changes that harm fish and wildlife

Vulnerabilities: Who, What, and Where can be More Affected

Populations

- Agricultural producers
- People with mental health conditions (e.g., increased anxiety around flooding)
- Underhoused populations

Buildings and Places

- Properties without effective drainage
- Highways
- Health, social service, and community facilities located in flood-prone areas

Systems and Environments

- Agricultural land
- Fish habitats and aquatic ecosystems

See Appendix C for more information about populations at risk

Other Hazards

In addition to the priority hazards, the District assessed several other climate-related hazards that remain important but ranked lower in preliminary analysis. These hazards, including coastal flooding, coastal encroachment due to sea level rise, landslides and extreme cold, are addressed through existing policy, land use planning, engineering standards, and regional initiatives. Although they currently have a lower overall risk rating from a District perspective, they may have significant consequences in specific locations or under certain conditions and will continue to be monitored and updated through future climate-risk and HRVA cycles. In addition to acute hazards, gradual onset risks resulting from climate change were also reviewed, including but not limited to, increasing invasive species, altering ecosystems and biodiversity decline, and changing species ranges. The District continues to work on programs and projects to address these ongoing effects of climate change.

Interrelated and Cascading Risk

While hazards are assessed individually for purposes of identifying priority risks, climate-related events often interact. Back-to-back or concurrent hazards, such as heat and wildfire smoke, storms on saturated ground, or drought followed by extreme heat, can result in consequences that are greater than any single event alone. These combined events can further strain services and prolong recovery. Considering these interactions helps the District anticipate where coordinated readiness, shared information, and cross-departmental planning are needed.

First Nations and Shared Stewardship

Building Relationships

Central Saanich is located within the traditional territories of the W̱SÁNEĆ peoples, including SȾÁUTW̱ and W̱JOŁEŁP First Nations. The District's approach to climate and disaster risk reduction is relationship-centred: we aim to understand risk together, strengthen coordination, and act in ways that reflect local realities and knowledge systems. This aligns with the Emergency and Disaster Management Act (EDMA), which emphasizes strong coordination with Indigenous governing bodies and incorporation of Indigenous Knowledge in risk assessments and plans. It also aligns with the Sendai Framework's all-of-society approach to disaster risk reduction.

The District is continuing to build working relationships around risk reduction and emergency management with the SȾÁUTW̱ and W̱JOŁEŁP First Nations. Recent collaboration has included information sharing (for example, sharing hazard and risk profiles to better understand one another's challenges and opportunities) and coordination on select initiatives, such as the reflective addressing and address-profile update submitted to GEOBC and EComm to support emergency response and preparedness. The District intends to continue strengthening relationships, expanding information exchange, and coordinating preparedness and risk-reduction efforts over time.

Pictured above: District and SȾÁUTW First Nation collaboration on address sign program

Pictured on the right: District and W̱JOŁEŁP First Nation collaboration on address sign program

Acknowledging Different Ways of Understanding Risk

While this Framework is grounded in the District's emergency management and climate risk assessment responsibilities, the District recognizes that the SȾÁUTW̱ and W̱JOŁEŁP First Nations approach risk and resilience through worldviews and knowledge systems that can differ from Western risk-assessment approaches. Acknowledging different ways of knowing is important to support discussions about where climate risks identified by the District may be aligned with, differ from, or be informed by Nation-specific approaches to risk and related concepts. As the District continues to build relationships with the SȾÁUTW̱ and W̱JOŁEŁP First Nations, this understanding will continue to develop and evolve.

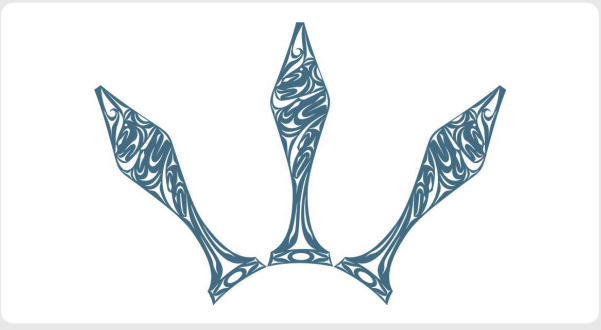
Shared Hazards, Unique Risk Profiles

Across the Saanich Peninsula, we face many similar climate-related hazards, including extreme heat, wildfire and wildfire smoke, severe storms and power outages, and flooding. However, exposure, strengths and vulnerabilities, consequences, and therefore priority risks can differ from place to place and across cultures. Differences in shoreline exposure, topography, infrastructure and building conditions, and different cultural understandings of Land, Water and Air can contribute to unique risk profiles across communities. Recognizing and understanding the unique risk profiles of adjacent communities can help build resilience across jurisdictional boundaries.

Working Together

In the context of risk assessment, emergency management, and recovery planning, the District aims to continue working with both the SȾÁUTW̱ and W̱JOŁEŁP First Nations to:

- **Build and maintain strong relationships** through regular meetings and forums such as the Emergency Preparedness Committee
- **Enhance clarity and community inclusion** by working together to clarify roles and approval processes, and by supporting information-sharing with community members
- **Advance shared learning and readiness** through joint training opportunities, ongoing collaborative fire assessments, and other learning opportunities for community members
- **Formalize information-sharing practices** in a way that upholds SȾÁUTW̱ and W̱JOŁEŁP data sovereignty and respects each Nation's Knowledge Systems
- **Embed continuous improvement** by regularly reviewing, adapting, and refining shared processes



The paddle upright is raised as a sign of peaceful intention to signify peaceful arrival at other nations shores. The designs inside the paddle of water, orca, wolf, raven and tree, represent community, working together and balance.

Paddles artwork by:
Chazz "Temoseng" Elliott
(local W̱SÁNEĆ artist)

Applying the Climate Risk Framework in Central Saanich

The Framework guides how the District integrates climate-related risk reduction and adaptation into its governance, planning, and reporting systems. The Framework is applied through the District's Integrated Planning and Reporting (IP&R) processes, ensuring that climate-informed decisions are embedded in departmental service plans, asset management, capital planning, emergency management, and business continuity. The Framework supports ongoing consultation and cooperation with the SȾÁUTW_ and W_JOŁEŁP First Nations, consistent with EDMA, and strengthens alignment with regional initiatives led by the CRD and other partners.

Applying the Framework in each department involves:

Understanding Disaster Risk (Sendai) / Risk Assessment (EDMA)

- Using climate-informed hazard, exposure, and vulnerability information to support legislated risk assessments when planning services, projects, and programs
- Identifying how climate-related hazards may affect people, critical infrastructure, service delivery, and operations

Strengthening Disaster Risk Governance

- Embedding climate-risk considerations into departmental service plans, Council reports, asset management, capital planning, procurement, and emergency management plans
- Coordinating across departments to address shared risks, interdependencies, and statutory responsibilities

Investing in Disaster Risk Reduction for Resilience

- Considering climate risk and vulnerability when evaluating capital investments, maintenance, and lifecycle decisions in alignment with mitigation requirements
- Prioritizing investments that reduce long-term risk, protect essential services, and support equitable and sustainable outcomes

Enhancing Preparedness for Response and Building Back Better (Sendai) / Preparedness, Response and Recovery (EDMA)

- Aligning emergency preparedness, response, and recovery activities with the District's climate-risk profile and legislated emergency management requirements
- Ensuring readiness, continuity of operations, and recovery approaches that reflect EDMA's emphasis on sustained preparedness and resilient recovery

Continuous Improvement and Adaptive Management (Sendai & EDMA)

- Reviewing and updating departmental actions as new climate data, risk information, operational experience, or Indigenous or local knowledge emerges
- Integrating lessons learned from events, exercises, and evaluations into future planning and IP&R cycles

The initial application of the Framework focuses on District operations and services, while recognizing that broader community-wide resilience will develop over time through coordination with First Nations, regional partners, community organizations, businesses, and residents. As new information emerges, the District will refine its understanding of risk through regular IP&R and emergency management cycles. This continuous improvement approach ensures that climate risk information remains current and that actions and investments evolve alongside changing conditions.

Appendix A:
Integrated Planning and Reporting Governance Framework

Appendix B:
Climate Risk Assessment Information Sources

The following table outlines the Climate Risk Assessment Methods, coupled with key information sources to include at each step. Sources can be updated and expanded as new information becomes available. Some groups are more likely to experience significant mental health impacts from a changing climate, due to greater exposure, existing vulnerabilities, or compounding stressors.[21]

Key Steps	Information Sources
Step 1: Identify relevant climate-related hazards	
• Use latest regional climate projections • Capture past and recent events • Note assumptions and uncertainties throughout process	• Climate projections for the Capital Regional District (2024 version summarized in Appendix D) • District of Central Saanich Hazard, Risk and Vulnerability Assessment (HRVA) • District staff observations • climatedata.ca • Pacific Climate Impacts Consortium Tools • News sources about events
Step 2: Assess exposure	
• Identify hazard-prone areas (i.e. wildfire urban interface, floodplain) • Note who/what is physically located in those places (people, services, assets, natural areas) • Consider timing and seasonality	• District operational knowledge (e.g., drainage, fire access, parks, utilities) • District staff, community, First Nations observations • Higher level plans such as the Integrated Stormwater Management Plan and Community Wildfire Resilience Plan • Exposure mapping, where available (e.g., CRD Extreme Heat Information Portal) • B.C. Hazard Insights Tool
Step 3: Assess vulnerability	
• Asset condition assessment • Consider where services and systems are at/over capacity • Explore past impacts and the contributing factors	• Cross-department District staff insights • Engagement with residents, the Health Authority, Community Service Organizations and other partners • Asset management systems • Community and First Nation lived experience input • Provincial guidance on disproportionate impacts and other literature

21 District of Central Saanich. 2026. Climate Change and Mental Health Risk and Resilience

Key Steps	Information Sources
Step 4: Assess likelihood and consequences	
• Identify potential impacts to value areas (i.e. health and safety, service level, environment) • Estimate the likelihood of climate-related hazard events occurring today and in the future with climate change • Evaluate the severity of consequences across value areas of each climate-related hazard event • Consider compounding events and interdependencies	• Consequence and likelihood scoring rubrics (i.e. BC HRVA Companion Guide) • Engagement with residents, the Health Authority, Community Service Organizations and other partners • Past and recent hazard occurrences (e.g., B.C. Drought Information Portal) • Cross-department District staff and service provider experience and insights • Community and First Nation lived experience input
Step 5: Assess and evaluate risk	
• Assess risk as a function of consequence and likelihood • Review impacts to identify which value areas are most impacted and in what way • Evaluate risks and identify which require near-term attention and which can be monitored over time	• Outputs from engagement in Steps 1-4 • Corporate strategic priorities, departmental mandates • Asset management systems, criticality
Step 6: Develop and implement actions	
• Identify where more action can be taken to reduce risk and build resilience • Integrate priority items into the District's Integrated Planning and Reporting process, including informing asset management, planning, and budgeting cycles	• Cross-department District staff insights • Engagement with residents, the Health Authority, Community Service Organizations and other partners • Discussions to identify First Nation collaboration opportunities

Appendix C:
Overview of Key Populations at Risk

Based on literature, local data, and input, the following populations may face disproportionate impacts to climate-related hazards; Central Saanich-specific statistics and context are noted for each group.

Population Group	Why at Risk	Central Saanich Context
Older adults (65+)	More susceptible to extreme heat, poor air quality, and isolation due to chronic conditions, reduced mobility, and social disconnection.	27.5% of residents are over 65, and this is expected to increase. Isolated seniors not engaged in programs are particularly vulnerable.
People with disabilities or mobility challenges	Barriers accessing information, cooling or clean air spaces and transportation. Dependence on powered medical devices.	44% of residents disagree sidewalks are well-maintained (compared to 29% province-wide); 29% report poor accessibility in their neighbourhood for using mobility aids, higher than the B.C. average (26%).
People living alone	Higher risk during extreme heat and emergencies due to lack of informal support and social networks.	While 50% of residents report a strong sense of belonging (higher than the B.C. average), 14% of residents report always feeling lonely.
Unhoused people[22]	Higher exposure to extreme weather, poor air quality, and other climate-related hazards due to lack of safe shelter, fewer options to seek safe indoor spaces, and reduced access to services and notifications during emergencies.	Homelessness in Greater Victoria is predominantly local, long-term, and increasingly unsheltered, with growing invisibility in surrounding municipalities (i.e., outside core municipalities). See technical appendix page 38 for Central Saanich statistics.

22 https://www.crd.ca/news/2025-greater-victoria-point-time-count-results-announced

Population Group	Why at Risk	Central Saanich Context
Agriculture community	Hotter, drier summers raise irrigation demands, while shifting rainfall patterns bring intense storms that flood fields, damage crops, and complicate drainage, placing strain on both small and large-scale producers. In addition, changing soil characteristics induce erosion (loss) and decreased soil health for planting. An increase in pests/invasive species also creates challenges. Livelihoods and well-being are tied to the health of the land. Extreme weather (drought, heat, extreme rain) causes stress, economic strain, and uncertainty. Crop suitability is shifting, prompting farmers to rethink what they grow and how they plan.	Farming is a key local sector. Tenant farmers may lack resources to implement adaptation measures. Mental health concerns from continued uncertainty due to water availability were raised. With 17% of agricultural land on Vancouver Island leased, long-term adaptation is especially complex. Resilience now depends on smart planning, crop selection, and applying affordable technologies.
Indigenous Peoples	Systemic inequities and colonial legacies increase vulnerability. Deep cultural and spiritual ties to Land are also at risk. Additionally, climate change and land-use patterns impact First Nations' inherent rights, including their ability to steward and maintain relationships to the Land, Water and Air, to access food systems, and to practice Ceremonies and governance.	11% of the population identifies as Indigenous. Housing conditions and access to services were identified as key concerns.

Appendix D:
Climate Change Projections

The local projections presented in this document are based on the **2024 Climate Projections for the Capital Regional District**[23] developed by the Pacific Climate Impacts Consortium (PCIC). These projections show what future climate conditions could look like in our region, using a range of scientific models and scenarios. To explore possible futures, climate scientists use different pathways called Shared Socioeconomic Pathways (SSPs), which reflect how greenhouse gas emissions might change over time depending on global choices around energy use, development, and climate policy.

Figure 5. Understanding Future Climate Scenarios

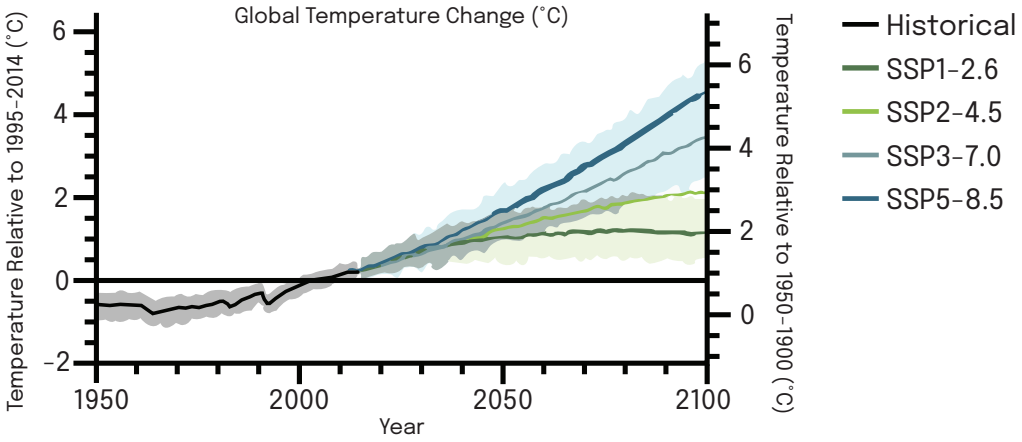


Figure 5 shows historical (as a black line) and projected global mean temperature changes (colored lines) simulated by CMIP6 GCMs (models). These projections are based on four SSP future scenarios, which range from strong emission reductions (green) to continued high fossil fuel use (blue) [24].

The SSPs begin to diverge significantly near 2050s because each scenario represents a different combination of greenhouse gas emissions, socioeconomic development pathways, technological change, land-use decisions and global policy. Low-emissions pathways (SSP1-2.6) assume that rapid decarbonization, sustainable development, and coordinated climate policy limit future warming. In contrast, high-emissions pathways (SSP3-7.0 or SSP5-8.5) assume continued or expanded fossil fuel use, slower technological transitions, and limited global cooperation, resulting in substantially higher emissions and accelerated warming. This divergence defines the range of future climate the District of Central Saanich must plan for.

The projections presented in Table 1 show the high greenhouse gas scenario, known as the SSP5-8.5. It represents a future where emissions are still driven by fossil fuel use worldwide. Using this scenario helps the District test its plans against a more challenging climate future and understand the upper range of potential changes in temperature, precipitation, and extreme events if global mitigation efforts are limited. Planning against this higher-risk scenario supports resilient infrastructure, emergency management, land use decisions, and community services even under more severe climate conditions.

23 Pacific Climate Impacts Consortium. **Updated April 2024. Climate Projections for the Capital Region**.
24 Pacific Climate Impacts Consortium. **Primer: Understanding Future Climate Scenarios**.

Table 1 shows how Central Saanich's climate is projected to change over time. A past temperature average is compared to two future time period projected averages as follows:

- Period 1 (1981-2010) "Recent Past"
- Period 2 (2041-2070) "By 2050s"
- Period 3 (2071-2100) "By 2080s"

Table 1 presents climate projections for the region[25], showing how conditions are expected to become warmer, drier, wetter, and more extreme over time. The table includes both recent past observations and future projections by 2050s and by 2080s. Each row lists a specific climate indicator and how much it is expected to increase or decrease. The indicators are organized into trends of warmer and drier, wetter, and more extreme.

Table 1. Climate Projections: Warmer, Wetter, and More Extreme Trends

Trend	Climate Variable	Period 1 (1981–2010) Recent Past	Period 2 (2041–2070) By 2050s	Period 3 (2071–2100) By 2080s
Warmer and Drier	Warm Summer Days: (days) over 25°C	12	40 (+28)	62 (+50)
	Hottest Day of the Year (°C)	29	32 (+3)	35 (+6)
	Coldest Winter Night (°C)	-8	-4.5 (+3.5)	-1.3 (+6.7)
	Average Nighttime Low (°C)	1	2 (+1)	3.6 (+2.6)
	Temperate Nights (days): over 16°C	0	15 (+15)	52 (+52)
	Growing Season Length (days)	270	318 (+47)	339 (+68)
	Average Total Summer Rain (mm)	159	135 (-15%)	129 (-19%)
	Average Annual Snow (mm)	274	109 (-60%)	40 (-85%)
	Average Winter Snow (mm)	197	83 (-58%)	36 (-82%)
	Average Spring Snow (mm)	37	10 (-73%)	2 (-95%)
	Annual Frost Days (days): when the daily minimum temperature is less than 0°C	60	27 (-33)	12 (-48)
	Annual Ice Days (days): when daytime temperatures do not go above 0°C	6	2 (-4)	0 (-6)
	Median Dry Spell Length (days)	24	26 (+8%)	29 (+21%)
	Fire Weather Severity (FWI): uses the Buildup Index of the Canadian Forest Fire Weather Index[26]	90	135	N/A
	Cooling Degree Days (degree days): indicates cooling load in buildings	17	119 (+102)	240 (+223)

25 Pacific Climate Impacts Consortium. **Updated April 2024. Climate Projections for the Capital Region**.

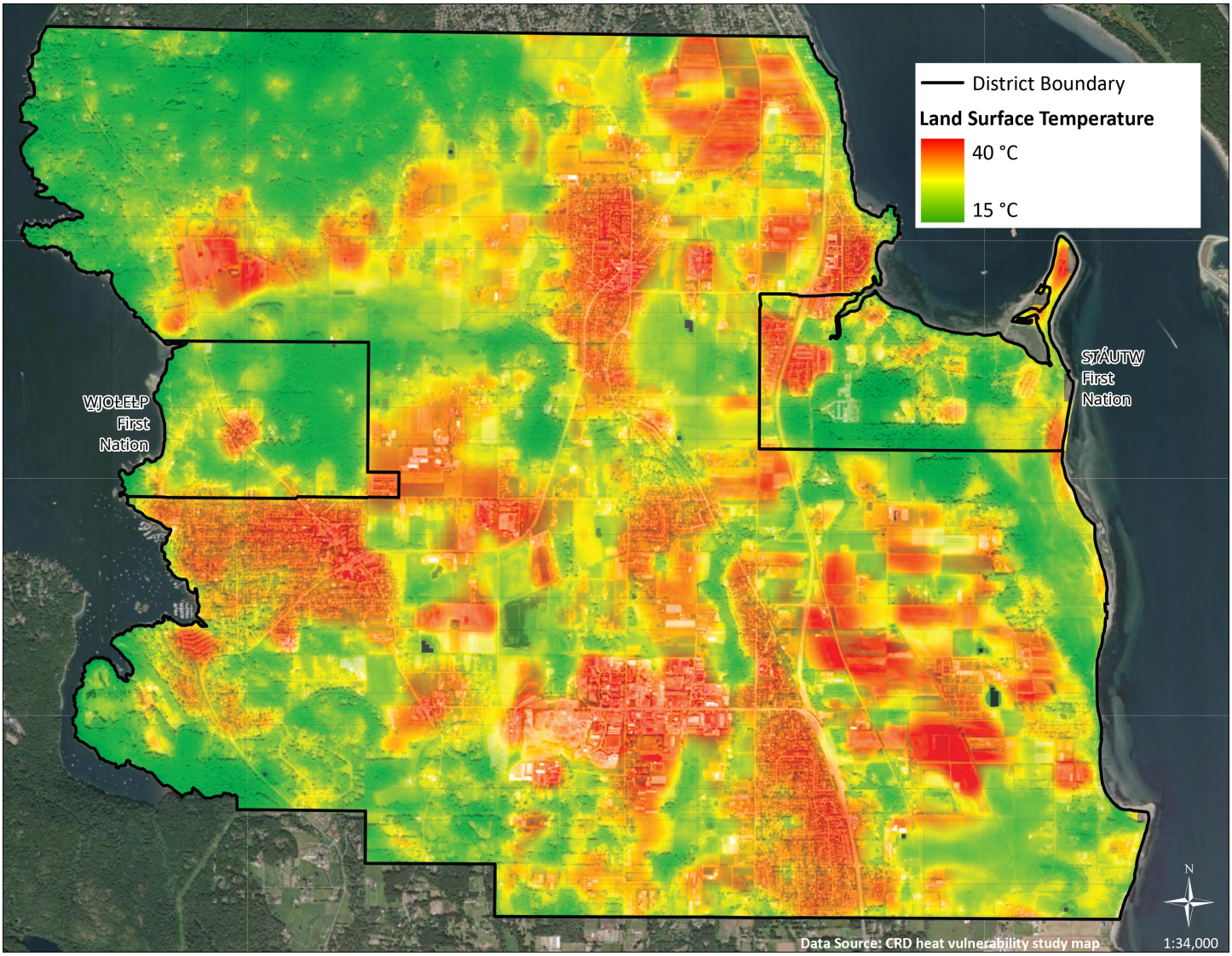
26 **Climatedata.ca** was used for the following Fire Weather Projections - Fire Weather Severity: represents the forest floor drought conditions that determine fuel availability for wildfire; and Fire Season Length: period during the year when the weather is warm enough to result in potential wildfire danger. These indicators are for Vancouver Island Inland (North Cowichan/Duncan) as the Saanich Peninsula is not represented on the available data at this time.

Trend	Climate Variable	Period 1 (1981–2010) Recent Past	Period 2 (2041–2070) By 2050s	Period 3 (2071–2100) By 2080s
Wetter	Average Annual Rain (mm)	1,827	2,102 (+15%)	2,279 (+25%)
	One-Day Maximum Precipitation (mm)	63	72 (+14%)	77 (+22%)
	Five-Day Maximum Precipitation (mm)	163	179 (+10%)	187 (+15%)
More Extreme	Heatwave[27] Days (days): annually classified as "heat wave"	1	10 (+9)	23 (+22)
	Heatwave maximum length (days)	3	4.5	8.5
	Average Temperature in Most Extreme Annual Heatwave (°C)	30	31	32
	Average Nighttime Temperature in Most Extreme Annual Heatwave (°C)	15	17	19
	Wettest Days – 95th Percentile (mm)	402	527 (+31%)	590 (+47%)
	1-in-20 Year Wettest Day (mm)	101	116 (+15%)	124 (+24%)
	Fire Season Length (days)	252	319	N/A

27 See the report, **BC Provincial Heat Alert and Response System** (BC HARS): 2023, May 2023. The lower threshold temperatures used in the Heatwave definition, which is intended for use throughout BC are TX = 28°C and TN = 13°C. In addition, a Heatwave must 1) last at least 2 full days; and 2) have TX and TN exceeding their 95th percentile values in the past.

Appendix E:
Land Surface Temperature Heat Exposure Map

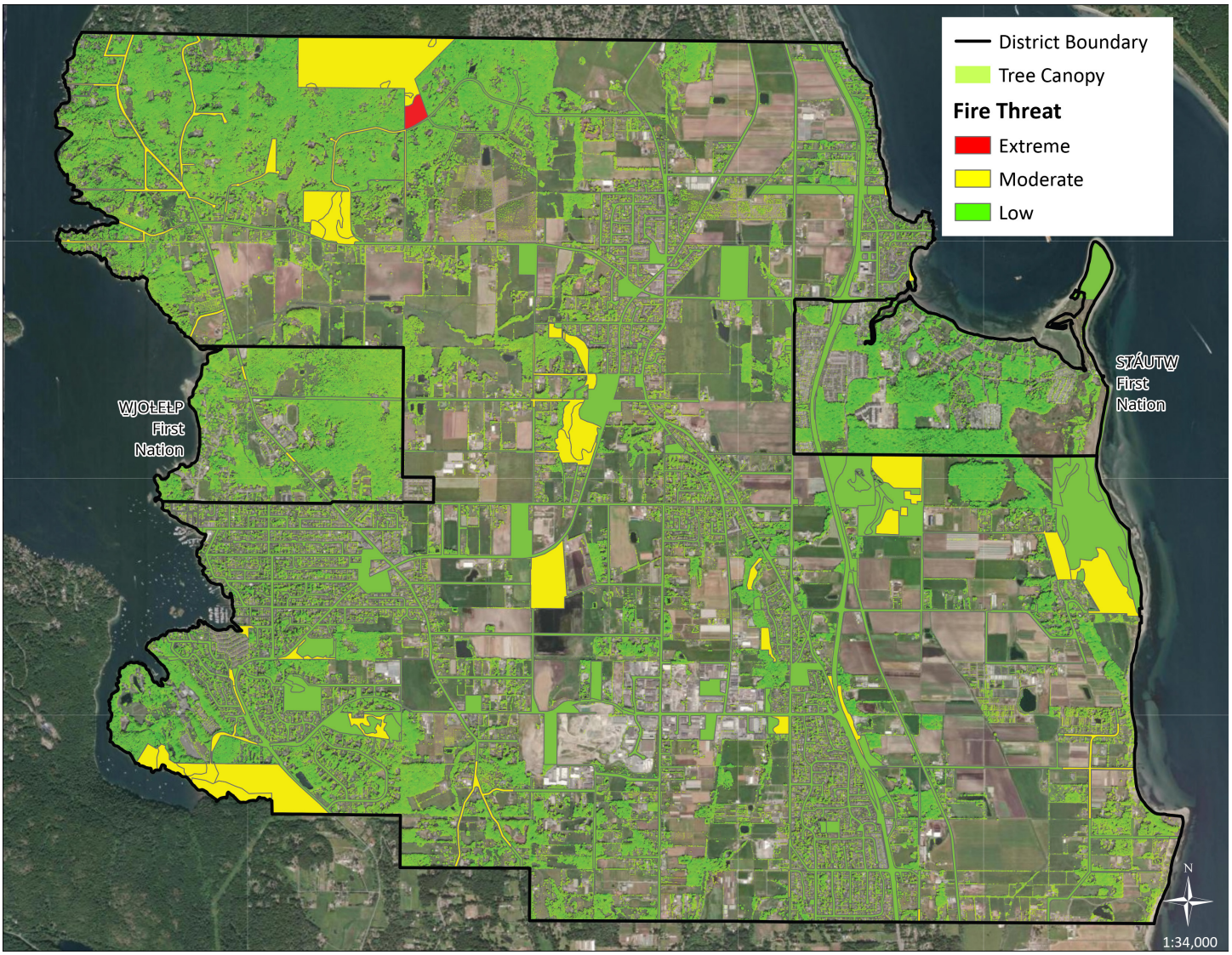
Land Surface Temperature maps show how much heat is given off by the ground and built surfaces. More developed urban areas, where buildings, roads, and paved surfaces are concentrated, can be significantly warmer than surrounding natural or agricultural areas, especially during hot weather.



Adapted from the **CRD Extreme Heat Information Portal Regional Heat Map**.

Appendix F:
Wildfire Threat Risk Map

Wildfire threat mapping shows where wildfire behaviour and impacts are more likely based on factors such as vegetation, terrain, and access. Areas with more forest fuels, limited access, and proximity to development tend to face higher wildfire risk than more open or managed landscapes.



Data source: District of Central Saanich. 2024. **Community Wildfire Resiliency Plan**.

Photo, right:
2023 Alec Road wildfire exercise

sellstrom

Central Saanich

Climate Risk Framework

To Inform Climate Change Adaptation, Mitigation, Preparedness, Response, and Recovery

April 2026

centralsaanich.ca

Central Saanich

Climate Change and Mental Health Risk and Resilience

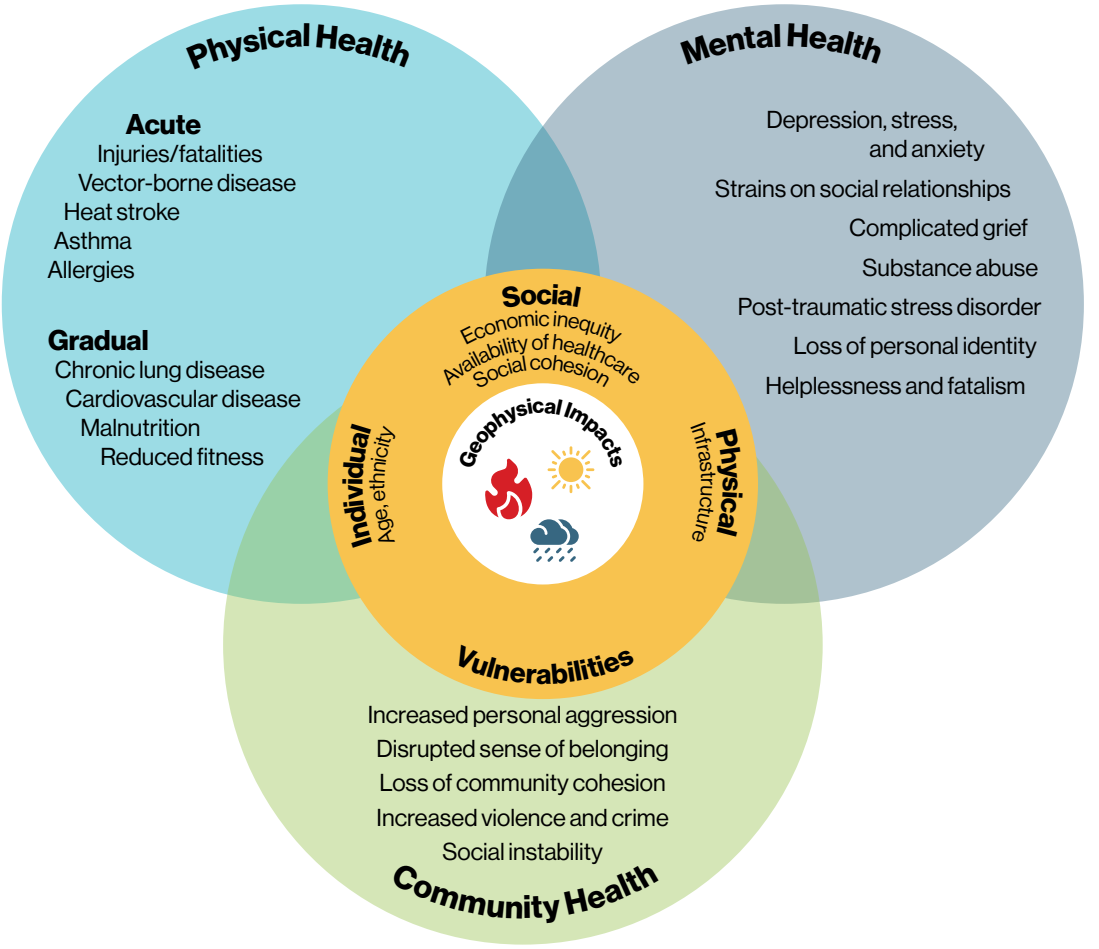
2026

Overview: Mental Health and Climate Change

Mental health is deeply connected to our sense of safety, belonging, and connection—to each other, to the land, and to the places we call home. Climate change disrupts all of these. Across B.C., including in Central Saanich, people are already feeling the mental and emotional strain of a changing climate. From anxiety during prolonged wildfire smoke to grief as familiar landscapes shift, the mental health impacts of climate change are real, growing, and wide-ranging.

The *District of Central Saanich Disaster Risk Reduction and Climate Adaptation Initiative* looked at climate impacts in several areas, including physical, mental health and community health (see Figure 1). Climate change impacts mental health in a range of interconnected ways. Understanding these impacts means considering what can be done at a community level to build collective well-being, cohesion, and resilience.

Figure 1. Linkages among climate change and physical, mental and community health



Source: Health of Canadians in a Changing Climate, 2022

Direct and Indirect Mental Health Impacts

In Central Saanich, climate-related mental health risks may arise from:

- **Direct impacts** from experiencing climate-related events—such as exposure to wildfire and wildfire smoke, floods, or extreme heat—which can lead to acute trauma, anxiety, or post-traumatic stress, as well as emotional reactions like fear, grief, or anger.
- **Indirect impacts** that emerge more gradually, often through climate-related social and economic disruption such as increases in family stress, housing or financial insecurity, substance use, and the loss of cultural identity or access to nature.
- **Eco-anxiety or 'climate grief'** due to the growing emotional burden of simply living in a time of climate crisis. This can include anxiety, grief for lost landscapes and species, and a sense of helplessness or dread about the future. While these feelings are a valid and even adaptive response to the scale of the challenge, they also point to the urgent need for community-wide approaches that support mental health and foster a sense of agency and action.

Disproportionately Impacted Groups

While climate change affects everyone, some groups are more likely to experience significant mental health impacts from a changing climate, due to greater exposure, existing vulnerabilities, or compounding stressors.

- **Indigenous Peoples** face a heightened risk of experiencing mental health impacts, as they are witnessing the immediate impacts on their territories, traditional foods and food systems, medicines, and ways of living, in ways that may resurface past and ongoing trauma from colonialism and systemic racism.
- **Children and Youth** are more likely to experience eco-anxiety, fear, and a sense of helplessness about the future. Young people may face mental health challenges due to increasing awareness of climate risks and ongoing exposure to media about global climate-related events.
- **Farmers and Ranchers:** Climate-related disruptions to land, livestock, and livelihoods have led to significant stress and burnout. Many face barriers to care, including stigma to access mental health support, limited targeted services, and cultural norms of self-reliance.
- **People with Pre-existing Mental Health or Substance Use Conditions** are more vulnerable to worsening symptoms or crises during and after climate-related events and may have less access to support during emergencies.
- **Older Adults and People with Chronic Health Conditions** may be more susceptible to stress, displacement, or isolation during extreme weather, and face additional barriers to accessing health and mental health services.
- **First Responders and Emergency Personnel:** Repeated exposure to disasters can lead to cumulative stress, burnout, and trauma, with limited opportunities for rest, recovery, or mental health support.

Despite growing awareness, there remains a lack of consistent data and surveillance to fully understand the mental health impacts of climate change in B.C., particularly at the local level. Assessing both risk and protective factors—such as social connection, access to services, and mental health literacy—is essential to guiding meaningful, community-informed responses. Rather than labelling groups as inherently "vulnerable", it is important to recognize the broader structural, social, and historical conditions that shape people's sensitivity to climate impacts and their capacity to adapt. Taking a strengths-based approach allows communities to build on existing sources of knowledge, care, and resilience while addressing underlying inequities.

What We Heard: Mental Health Themes Across the Community

Through workshops and focus groups with youth, older adults, farmers, and local service providers, several shared themes emerged around the mental health impacts of climate change in Central Saanich. While each group experiences climate change differently, there is a shared emotional burden—marked by worry, stress, and uncertainty—as well as a strong desire for action, connection, and more inclusive planning.

Cross-Cutting Mental Health Themes

- **Worry, Anxiety, and Emotional Strain:** Across all groups, participants reported worry about the future and the cumulative stress of increasingly frequent climate events. This includes anxiety about personal safety, the well-being of loved ones, and the loss of environmental and cultural touchstones.
- **Overwhelm and Powerlessness:** Many participants, especially youth and farmers, described a sense of powerlessness in the face of large-scale changes. This includes feeling like individual actions aren't enough or being stuck with hard choices (e.g., economic survival).
- **Desire for Connection and Community Care:** Service providers and older adults emphasized the importance of neighbour support, check-ins, and community networks—especially during heat events, power outages, or wildfire smoke exposure.
- **Barriers to Accessing Support:** Financial constraints, mobility issues, digital exclusion, and rural location were identified as key barriers to accessing cooling spaces, clean air shelters, and mental health supports.
- **Strain on Service Providers:** Organizations and frontline staff are already playing a critical role in mental health and emergency response. They identified a need for more coordinated systems of care, better data sharing, and enhanced awareness of who is most at risk.

Population-Specific Insights

Youth (Stelly's Secondary):
During a workshop with Grade 11 students at Stelly's Secondary, youth shared deeply personal and emotionally complex reflections on how climate change is impacting their mental health and future outlook. Their voices underscored not only the psychological weight of climate change but also a strong desire for meaningful action and agency to contribute to change. They:

- Expressed strong feelings of worry, anxiety, and frustration about climate change, often tied to systemic inaction and uncertainty about the future
- Reported experiences of anger, grief, and hopelessness, but also hope and empowerment when they saw opportunities to contribute to solutions
- Described tangible impacts on daily life (e.g., cancelled outdoor activities due to smoke, family evacuations, flooding, changes in local ecosystems)
- Reflected on fears about the future, including careers, housing, and loss of cultural or environmental identity
- Emphasized the importance of visible action and meaningful engagement from leaders and their community to sustain hope

Farmers and Ranchers:

- Described mental fatigue and emotional burnout from ongoing heat, drought, and smoke events
- Wildfire smoke is particularly "demoralizing" and creates tough trade-offs between financial survival and worker health
- Leased land farmers face added stress due to limited ability to invest in climate resilience
- A need for water security, emergency animal evacuation plans, and financial support was emphasized

Older Adults:

- Shared concerns about the affordability of home adaptation (A/C, air filters) and accessibility of cooling centres
- Wildfire smoke is a significant health and emotional concern, especially for those with respiratory conditions
- Valued community support (neighbours, volunteer drivers), but identified gaps in communication, especially for non-digital users

Service Providers:

- Highlighted that the most at-risk individuals are often not connected to services or flagged in health systems
- Stressed the need for proactive systems of care (e.g., coordinated health check-ins), improved emergency preparedness education, and accessible resources
- Called for more culturally safe and trauma-informed supports, particularly for Indigenous residents

Opportunities for Mental Health Climate Resilience

In this project, we interviewed key partners and climate change and mental health experts about community-level opportunities to build mental health resilience to climate change. The following opportunities were highlighted as key strategies to support the mental health of individuals, families, and communities in Central Saanich as they adapt to a changing climate.[1]

Area	Opportunity
1. Community-Based Mental Health Supports	**Psychological First Aid (PFA):** Train first responders, municipal staff, service providers, and community leaders in PFA to recognize and respond to climate-related distress. This low-barrier, scalable model builds local capacity to offer emotional support during and after extreme events.
	Peer Support Models: Facilitate peer support networks among community populations and groups, such as farmers, youth, older adults.
	Climate Cafés and Dialogues: Create safe, informal spaces for residents to process climate emotions, share coping strategies, and build a sense of shared purpose and hope.
	Staff Wellness: Leverage existing staff wellness supports and programs to integrate mental health supports for climate-related impacts.
2. Public Participation as a Pathway to Mental Health Resilience	**Engagement as Empowerment:** Actively involving residents in climate adaptation planning can help counteract feelings of helplessness and despair. Knowing that one's voice matters and contributes to community solutions can be a powerful antidote to eco-anxiety and climate grief.
	Support Informed Action: Facilitate access to clear, locally relevant information about climate risks and opportunities for action. Awareness paired with agency supports emotional wellbeing and reduces fear.
	Youth Involvement: Provide structured, visible opportunities for young people to shape decisions and lead initiatives. When youth are invited to co-create change, their sense of purpose and future orientation is strengthened.
	Education: Partner with schools and the school district to integrate local climate and resilience topics into the school curriculum.

1 Mental health impacts from climate change rarely occur in isolation—they are often intertwined with economic, ecological, and social impacts. Given this overlap, these opportunities present mental health–related resilience actions that would be integrated across the broader set of objectives and actions, rather than as a distinct category.

Area	Opportunity
3. Trauma-Informed and Culturally Safe Approaches	**Trauma-Informed Communication:** Ensure that climate adaptation messaging (e.g., via municipal websites, social media, etc.) is psychologically supportive, avoiding fear-based tactics and reinforcing agency and care.
	Culturally Appropriate Support: Ensure that support services meet the needs of Indigenous Peoples, migrant workers, and equity-denied groups. Consider land-based healing, multilingual support, and partnerships with trusted community organizations that hold relationships with priority populations. Partner with Indigenous Nations & equity-serving groups for culturally appropriate supports.
4. Social Connection and Neighbourhood Resilience	**Strengthen Local Networks:** Support neighbourhood-level initiatives like "Meet the Street," check-in systems, and neighbourhood hubs to enhance social cohesion and preparedness.
	Wellness Checks: Work with service providers and neighbourhood groups to strengthen community check-ins during climate-related events.
5. Green and Natural Spaces for Wellbeing	**Protect, Restore, and Enhance Natural Environments and Greenspaces:** Invest in parks, tree cover, and nature-based infrastructure while recognizing ecosystems as sources of identity, connection, and mental health, especially for Indigenous Peoples.
6. Cross-Sector Collaboration and Policy Leadership	**Policy Integration:** Embed mental health and wellbeing goals into the climate adaptation planning, including staff wellness, emergency planning, and community health outcomes.
	Collaborative Governance: Work with health authorities, service organizations, school districts, agricultural groups, and community-based service organizations to develop integrated responses for mental health and climate change.
	Develop Pre-disaster Recovery Plans: Planning in advance for the mental health, cultural, and social needs that emerge after disasters, drawing on lessons from COVID-19 and other extreme weather events.

Central Saanich

Climate Change and Mental Health Risk and Resilience

April 2026

centralsaanich.ca

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

COUNCIL POLICY

Effective Date April 27, 2026 Amendment Date(s):	**POLICY NO. 25.ADM** File No: 0340-50-2021
SUBJECT: Climate Adaptation	
Category: Administration	

PURPOSE:

The purpose of this Policy is to:

- establish clear Council oversight and accountability for climate risk management;
- confirm that staff planning and decision-making are demonstrably informed by District of Central Saanich *Climate Risk Framework* (Appendix A).
- ensure climate risk considerations are embedded into plans, reports, and recommendations brought to Council; and
- support a consistent, defensible approach to climate risk mitigation, adaptation, preparedness, response, and recovery.

This Policy does not restate technical analysis or prescribe specific actions but instead establishes expectations for how climate risk is to be incorporated into municipal operations and decision-making.

APPLICATION:

This Policy applies to all District departments and functions and is implemented through the District's Integrated Planning and Reporting (IP&R) Framework.
Climate risk considerations are to be explicitly addressed, where relevant, within:

- corporate and departmental plans.
- service planning, service reviews, and operational decision-making.
- asset management and capital planning.
- emergency management and business continuity planning; and
- staff reports and recommendations presented to Council.

Climate risk is to be integrated into existing processes rather than treated as a separate or parallel activity.

REFERENCE:

This Policy is informed by and operates alongside the following documents and frameworks:

- Climate Action / Climate Leadership Plan (mitigation focus);

DRAFT

- Official Community Plan.
- Long-Term Financial Strategy.
- Asset Management Plan; and
- Integrated Planning and Reporting (IP&R) Framework.

DEFINITIONS:

Climate Risk
The potential for adverse impacts to people, property, infrastructure, ecosystems, essential services, and community well-being resulting from climate-related hazards, including the interaction of hazard, exposure, and vulnerability.

Priority Climate Risks
The *Climate Risk Framework* identified the following hazards as presenting the greatest risk to the District:

- extreme heat (including extreme heat emergency, heat dome)
- wildfire, and wildfire smoke,
- drought and water shortage, and
- severe storms and stormwater flooding.

Integrated Planning and Reporting (IP&R)
The District's governance framework for aligning planning, decision-making, implementation, and reporting across departments to support accountability and strategic outcomes.

POLICY
The District of Central Saanich recognizes that climate-related hazards present increasing risks to community safety, public health, infrastructure, ecosystems, and the continuity of essential services. Council affirms that climate risk must be addressed through a consistent, evidence-based approach across municipal planning, decision-making, and reporting.

This Policy establishes Council's expectations for accountability for climate risk outcomes, grounded in the district's priority climate risks including extreme heat/heat dome, wildfire/wildfire smoke, drought/water shortage, and severe storms and stormwater flooding.

Accountability for Climate Risk Outcomes
Council directs staff to deliver climate risk outcomes aligned with the District's *Climate Risk Framework*, including reducing harm; protecting life safety; maintaining and replacing essential services, and supporting equitable recovery. Staff will demonstrate this accountability through established planning, decision-making, and reporting processes.

Evidentiary Basis
Council affirms that climate risk accountability must be grounded in evidence. Staff planning, analysis, and reporting are expected to be demonstrably informed by the District's identified *priority climate risks* unless and until updated through future Council-endorsed risk assessment work. These risks form the baseline climate risk context for planning, trade-offs, and reporting.

DRAFT

Reporting to Council
Council directs that staff report annually, on how climate risk is being addressed across the organization.

Annual reporting should identify:

- how priority climate risks have informed plans, decisions, and investments; and
- emerging risks, gaps, or trade-offs requiring Council direction.

REVIEW

This Policy will be reviewed every ten (10) years, or earlier if required to reflect changes in climate science, risk assessment, legislative requirements, or Council direction.

DRAFT

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: 1903 Mt. Newton Cross Rd Redevelopment - Procurement Procedures

RECOMMENDATION(S):

That staff issue a Request for Proposals in Q2 2026 for the disposition of 1903 Mount Newton Cross Road, and include the following Evaluation Criteria:

a. *Offer on Land, for a total of 50 points*
b. *Design & Concept, for a total of 35 points, as outlined in Table 2*
c. *First Nations, for a total of 10 points, as outlined in Table 3*
d. *Project Delivery & Scheduling, for a total of 5 points*

PURPOSE:

To provide Council with information related to the following motion at the December 15, 2025 Regular Council meeting:

> *That staff issue a Request for Expression of Interest in Q1 2026 for the disposition of 1903 Mount Newton Cross Road.*

In addition, Council approval is requested for issuing the Request for Proposals (RFP) regarding the disposition of 1903 Mount Newton Cross Road, as well as for prioritizing the criteria for the RFP.

BACKGROUND:

The District has proposed relocating Municipal Hall, Police, and Fire services from 1903 Mount Newton Cross Road (Mount Newton site) to Hovey Road (Hovey site), with the new facility, if approved, to be completed by late 2028.

As part of redeveloping the Hovey site, Council sought a partnership with the Peninsula Recreation Commission (PRC) 10,000 sq. ft. dry-floor recreation facility. This has been a longstanding community priority, highlighted in the Panorama Recreation Commission and District's strategic plans and needs assessments over the past decade. The facility is now recognized as an urgent near-term need due to planning readiness and the Civic Redevelopment opportunity.

To help finance the redevelopment, the District has proposed selling and developing the Mount Newton site into a mixed-use village anchor. Council developed design guidelines that included up to 400 homes (at least 10% affordable), commercial space, and a public plaza.

Council endorsed a Request for Expression of Interest (RFEOI) that closed on March 10, 2026, that sought out interested developers with capacity and experience to deliver this landmark project, delivering on

amenities and affordable housing. Council waived the RFEOI process for Tsawout and Tsartlip First Nations to encourage Indigenous partnerships and participation.

As stated in the RFEOI, the District's objective is to shortlist 3 developers to provide submissions for the disposition and development of the Mount Newton site under a separate RFP process. The District also reserves the right to shortlist more than 3 developers if it received more than 3 superior submissions.

District staff have concluded the evaluation of the RFEOI submissions. The evaluation criteria were based on the following:

- Authorization letter confirming understanding of the RFEOI and submission commitments.
- Financial capacity and stability to purchase and develop the site.
- Disclosure of insolvencies, foreclosures, major debts, or claims over $100,000 in the past 10 years.
- Relevant experience in the past 10 years (project types, completion dates, innovation, BC Energy Step Code use, awards, and ownership/interests).
- Current workload and capacity, including projects paused for more than 18 months after permit approval.
- References (2 tenants/purchasers, 2 major suppliers, and municipal officials from 2 jurisdictions), with full contact details.

The District received 4 RFEOI submissions and based on the evaluation, staff have shortlisted to 3 developers. These shortlisted developers will be invited to respond to the RFP, along with WJOŁEŁP (Tsartlip) and SȾÁUTW (Tsawout) First Nations, pending approval of the RFP by Council.

Site Design Guidelines

Community feedback has been consistent, prioritizing active transportation, vibrant commercial space (restaurants, cafés, local retail), adequate parking, accessible public gathering areas, and diverse housing.

As engagement progressed—especially with neighbouring properties—the plan was refined to better fit local context and mitigate impacts while maintaining the site's overall vision.

Key changes include distributing building height (up to six storeys on primary corridors, with a four-storey transition near established residential areas, including parts of Mt. Newton Cross Road), expanding underground parking, and adding more green space and plaza areas to support gathering, walkability, and livability. While the four-storey adjustment maintained overall land value, limits on surface parking increase costs and may reduce the market value developers are willing to offer.

With this project identified nearly 20 years ago, the District is well positioned financially. Through the Asset Management Plan levy and reserve balances (savings) to reduce required debt, the District can proceed without anticipated additional property-tax increases. Redevelopment on Hovey remains a financially strategic opportunity.

DISCUSSION:

Through the RFP, the District will set building requirements to ensure the development aligns with Council direction, community feedback, and the Official Community Plan (OCP). Unlike the RFEOI, the RFP is a distinct, more detailed and competitive process. Submissions must include comprehensive site plans, proposed massing, land uses, sustainability features, implementation schedules, and detailed financial

proposals. Council approval is required before staff issue the RFP to establish and prioritize the evaluation criteria.

These criteria's have been identified through adopted District planning documents such as the 2019 Saanichton Village Design Plan (SVDP), the OCP, Council's 2024-2027 Strategic Plan and Housing Needs Assessment. Based on the compiled information, Table 1 presents the proposed criteria and evaluation weightings to establish the evaluation standards for the RFP.

Table 1. Evaluation Criteria

Criteria	Description	Points
Offer on Land	The financial value proposed to the District for the land will be outlined. Developers are expected to detail their preferred financial arrangement—such as a purchase price or lease agreement.	50
Design & Concept	Concept and site plans show suitability of project to surrounding area and high construction quality and design. Additional detail provided in Table 2.	35
First Nations	Prioritized amenities or features that benefit First Nations. Additional detail provided in Table 3.	10
Project Delivery & Scheduling	Developers are required to provide an implementation plan that includes a comprehensive project work schedule, demonstrating the feasibility of proposed timelines. The plan should also detail phased development strategies and outline the capacity to meet key milestones within both medium-term and long-term horizons.	5

The Offer on Land and Project Delivery & Scheduling criteria are primarily quantitative and more straightforward to assess. However, as the Design and Concept elements, along with First Nations considerations, are inherently qualitative, staff have formulated the following evaluation criteria to establish specific requirements for Council approval.

Design and Concept

Conceptual and site plans will demonstrate the project's compatibility with the surrounding area as well as its high standards of construction quality and design. All concepts will be required to comply with the OCP, Development Permit Guidelines, Zoning Bylaw, OCP Amendment Bylaw No. 2253 and Zoning Amendment Bylaw No. 2252. It is recommended that the District include the following criteria's and weighting in the RFP for the design and concept:

Table 2. Design & Concept Evaluation Criteria – 35 Total Points

Criteria	Description	Points
Overall Design	Demonstrate design approaches that mitigate impacts to surrounding residents, including sensitivity to the neighbouring properties to the west and south, building massing and articulation, traffic circulation, parking management, landscaping, and transitions to adjacent neighbourhoods.	5
	Develop designs with multiple buildings that create a sense of architectural unity and cohesiveness across the site. The siting, scale, and massing of all buildings should be carefully considered to ensure consistency.	5
	Designs should include a mix of building heights throughout the development to provide visual interest and to create a stepped transition from the streetscape to neighbouring properties.	8

	• Along Wallace Drive and Mt. Newton Cross Road, up to six-storey mixed-use buildings are allowed, as permitted by zoning. These buildings provide commercial uses at grade. • Towards the west and south, adjacent to established residential neighbourhoods, building heights are limited to a four-storey maximum. Increased setbacks and enhanced screening should be provided in these areas to reduce visual impacts and to create a sensitive transition to existing lower-density housing. • Parking should be appropriate to the design.	
	Demonstrate sustainable design. The latest BC Building Code requirements are a minimum.	2
Commercial	The buildings along Wallace Drive and Mt. Newton Cross Road should feature active ground-floor commercial uses with large windows, automatic doors and inviting entrances to enhance the street experience. • Prefer commercial uses such as a medical office, childcare and restaurant/cafes, but these are not required. • Provide at least 15,000 square feet of commercial space (can be flexible).	5
Housing	Provide type, tenure and size of housing units, based on Central Saanich's Housing Needs Report. Ex. 1-bedroom/studio (43%), 2-bedroom (39%) and 3-bedroom units (18%). Accessibility remains a primary consideration, with designs incorporating a minimum of 20% adaptable units required under the BC Building Code. May consider a % of fully accessible units within the design. (i.e. BC Housing 5%)	5
Engagement Plan	Outline an effective engagement plan that will seek input from community members about project design. Engagement activities could include such things as a website with information and comment form, a public open house, design charette, or other engagement strategies.	5

First Nations

Council approved the following motion at the Regular Council meeting on December 15, 2025:

> *That the District pre-qualifies WJOŁEŁP (Tsartlip) and SȾÁUTW (Tsawout) First Nations to be eligible to respond to the Request for Proposals for the disposition of 1903 Mount Newton Cross Road.*

The District's recommendation to pre-qualify the WJOŁEŁP (Tsartlip) and SȾÁUTW (Tsawout) First Nations for the RFP process demonstrates a commitment to reconciliation and partnership, while ensuring a fair and transparent approach to the redevelopment of the Mount Newton site. It is further advised that the District incorporate the following criteria and weighting (Table 3) within the RFP to prioritise specific benefits that will foster future partnerships with WJOŁEŁP (Tsartlip) and SȾÁUTW (Tsawout) First Nations.

Table 3. First Nations Evaluation Criteria – 10 Total Points

Criteria	Description	Points
Partnership	Create a strong partnership with WJOŁEŁP (Tsartlip) and/or SȾÁUTW (Tsawout) First Nations for the development of the Mount Newton site.	5
Procurement	That a specific scope of work is identified and confirmed to be constructed by a either a First Nation owned business or a First Nation authorized business, at prevailing market rates.	3

Economic Development	Establish an initiative enabling the WJOŁEŁP (Tsartlip) and/or SȾÁUTW (Tsawout) First Nations to acquire land or property, facilitating them to lease, rent, or develop it for sustainable long-term economic revenue within their communities.	2

The RFP is the primary mechanism through which Council's priorities will be implemented. By defining the evaluation criteria in advance, the District provides certainty to proponents. Changes to core assumptions after issuance of the RFP would undermine fairness, feasibility, and the District's ability to compare submissions effectively. Collectively, these directions provide a transparent and balanced framework for redevelopment that protects project feasibility while capturing Council's priorities.

Amenities

To avoid conflating policy direction with procurement evaluation, Council should note that the Amenity contributions is standalone and separate policy framework from the RFP evaluation criteria. For a summary of the three distinct processes (OCP/zoning, RFP procurement/disposition, and amenity framework), included in this Council agenda.

To support any amenities Council may wish to pursue, staff recommend adopting an Amenity Framework that provides a transparent framework for proponents responding to the redevelopment and helps deliver community benefits aligned with Council priorities. The policy also acknowledges that the District-led rezoning has created additional land value and allows Council to consider targeted waivers of development-related charges where proposals provide priority amenities.

IMPLICATIONS

Legislative/Legal

The RFP process is consistent with the District's authority under the Local Government Act and Community Charter to dispose of municipal land. The RFP will serve as the procurement mechanism for disposition of the site and will establish the contractual requirements through which Council priorities are implemented. This approach provides Council with greater control over the site's design and outcomes to help ensure the redevelopment meets community needs, rather than proceeding with a land sale without defined evaluation criteria.

Development Permit Process

A Development Permit will be required and will be considered under the Local Government Act through a separate approval process that assesses detailed site design (e.g., siting and form and character, access, landscaping, lighting, and interface with neighbouring properties) against the applicable Development Permit Area guidelines in the Official Community Plan and other relevant District policies. The process typically includes review by staff and referral agencies, opportunities for revisions with the proponent, and Council consideration prior to permit issuance.

The RFP and development permit processes are complementary and occur at different stages. The RFP is a competitive procurement process used to select a preferred proponent and concept based on Council-approved evaluation criteria (including the requirement for comprehensive site plans, proposed massing, land uses, sustainability features, implementation schedules, and detailed financial proposals). The development permit process is a separate statutory approval under the Local Government Act that occurs after proponent selection and focuses on refining and regulating detailed design to meet the applicable OCP Development Permit Area guidelines. Commitments made through the RFP inform the development permit submission; however, the RFP does not replace statutory approvals, and any refinements through

the development permit process are expected to remain consistent with the selected proposal and the District's contractual and fairness obligations.

Variances

Proponents may identify potential variances or alternative approaches as part of their RFP concept; however, any variance would be subject to separate statutory review and decision-making through the applicable approval processes (e.g., rezoning, development permit, and/or servicing) under the Local Government Act and Community Charter. In evaluating RFP submissions, a proposed variance would not be treated as an automatic deficiency where it is clearly identified, supported by appropriate and defensible evidence (e.g., technical studies), and demonstrates improved site outcomes (such as enhanced public realm, pedestrian safety, accessibility, landscaping, and overall functionality). Where variances are integral to a proposal's feasibility or performance, the District may consider the associated approval risk and deliverability as part of the overall evaluation.

Strategic

Developed over the course of Council's four-year term, this project brings together Council's strategic priorities into a single, deliverable initiative that is grounded in the adopted Saanichton Village Design Plan, Official Community Plan and supported by the District's planning work. The proposed RFP framework supports Council's 2024–2027 Strategic Plan by advancing the following priorities and related goals:

Table 10. Alignment with Council's 2024-2027 Strategic Priorities

Strategic priority	How this project advances the priority (key points)
Expand the Supply of Affordable, Attainable, and Rental Housing	• Requires housing diversity through RFP evaluation criteria. • Includes Council direction for at least 10% affordable housing.
Foster a Community of Inclusion, Diversity and Accessibility	• Supports potential partnership opportunities with W̱JOŁEŁP (Tsartlip) and STÁUTW̱ (Tsawout) First Nations through pre-qualification and evaluation. • Reinforces accessibility objectives through site and building design expectations.
Champion Climate Adaptation, Mitigation, and Preparedness	• Requires sustainable design (minimum: latest BC Building Code). • Enables Council to apply a climate lens by rewarding higher-performing proposals through evaluation.
Invest in Infrastructure and Active Transportation	• Supports a complete, walkable village centre (active transportation connections, public realm/green space, plaza). • Disposition revenue supports the District's Civic Facilities Redevelopment (relocation of municipal services and civic infrastructure at Hovey Road). • Supports the potential partnership with the Peninsula Recreation Commission for a dry-floor recreation facility.
Cultivate a Resilient Economy and Thriving Agricultural Sector	• Creates a mixed-use village anchor with commercial space to support local services. • Contributes to local economic resilience by encouraging a vibrant commercial area.
Demonstrate Organizational Effectiveness	• Uses a Council-approved, competitive RFP with defined evaluation criteria (transparent and consistent decision-making). • Balances generating proceeds for Civic Facilities Redevelopment while advancing other District priorities embedded in the criteria (e.g., housing, sustainability, public realm, reconciliation).

Financial
The District anticipated the civic facilities redevelopment and estimated a $62M requirement, which was included in the 2021 update to the Asset Management Plan for the Municipal Hall and Municipal Yard. District facilities were forecast to require renewal within 10 years as they reach end of life. The financial strategy includes both debt and General reserves. Current projections indicate the General Fund target ($7.2M) will be reached by 2031—one year earlier than expected—supported by the annual 1.25% tax increase maintained since the AMP update. The AMP is scheduled to be updated in 2027.

The disposition of the Mount Newton site is intended to generate revenue to support the Civic Facilities Redevelopment project, including the relocation of municipal services and the development of civic infrastructure at the Hovey Road site. Maintaining the planned density is a key component of preserving the site's market value and ensuring financial feasibility. The proposed RFP framework balances financial return with community benefits through a combination of community priorities.

First Nations
The District recognizes the importance of fostering meaningful partnerships with local First Nations. In recognition of this commitment, Council directed that the RFEOI process be waived for WJOŁEŁP (Tsartlip) and SȾÁUTW (Tsawout) First Nations to encourage participation in the redevelopment opportunity. The proposed RFP framework also prioritizes partnerships with First Nations through scoring criteria, which will further encourage opportunities for Indigenous-led initiatives within the redevelopment.

OPTIONS
Option 1
That staff issue a Request for Proposals in Q2 2026 for the disposition of 1903 Mount Newton Cross Road, and include the following Evaluation Criteria:

a. *Offer on Land, for a total of 50 points*
b. *Design & Concept, for a total of 35 points, as outlined in Table 2*
c. *First Nations, for a total of 10 points, as outlined in Table 3*
d. *Project Delivery & Scheduling, for a total of 5 points*

Option 2
As an alternative recommendation, Council could prioritize the financial feasibility of the Hovey site redevelopment above all other considerations. This approach would involve:

- Increasing the weighing (total points) for the Offer on Land criteria
- And/or decreasing the weighing (total points) for the other criteria's

This alternative direction would provide the District with increased flexibility to respond to changing market conditions and ensure that the redevelopment of the Hovey site remains financially sustainable.

Option 3
Provide alternative direction.

CONCLUSION:
The recommendations outlined above establish a clear and defensible path forward for the disposition and redevelopment of 1903 Mount Newton Cross Road that is aligned with Council's strategic priorities and adopted District policy direction, including the Official Community Plan and the Saanichton Village Design Plan. The District has advanced this work through distinct and sequential processes: the RFEOI to identify qualified proponents, the RFP to evaluate detailed redevelopment proposals against Council-approved criteria, and a distinct Amenity Framework process to consider any additional community

amenities outside the scope of the RFP. Compared with a simple land disposition, the RFP approach provides Council with greater control over site outcomes by setting transparent evaluation criteria in advance, enabling consistent comparison of submissions, and balancing financial return with community benefit to support the Civic Facilities Redevelopment. The procurement process is designed to ensure transparency, fairness, and confidentiality, and Council will continue to receive clear and comprehensive reporting at key decision points.

Report written and submitted by:	Fernando Pimentel, Deputy Director, Finance Strategic Capital Planning
Concurrence by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: 1903 Mount Newton Redevelopment - Procurement Timeline

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: 2026 Financial Plan Adoption

RECOMMENDATION(S):

1. *That the Central Saanich 2026-2030 Financial Plan as presented in the March 30th staff report and meetings March 30th and April 8th* 2026.
2. *That three-year Capital Plan approval for core replacement programs, as identified in the March 30th staff report.*

PURPOSE:

To adopt the Draft 2026 Financial Plan with amendments, and three-year approval of core capital replacement programs.

BACKGROUND:

The District is required to balance its budget annually and approve a Five-Year Financial Plan and Property Taxation Bylaw by May 15. The plan covers operating budgets, capital programs, utilities, and strategic projects, with updates to reflect current priorities and asset management needs. The 2026 Financial Plan maintains service levels, supports infrastructure replacement, and funds water and sewer operations through utility fees. Targeted investments align with the District's Strategic Plan, with no new projects added for 2026. The transition of water supply for First Nation communities to the Capital Regional District may impact future rates and planning.

DISCUSSION:

The Draft 2026 Financial Plan was presented to Council on March 30th and April 8th, and the budget has remained unchanged since then.

The table below are included as presented:

Table 1: ***2026 Average tax increase***

Operations	%	$
Municipal Services Operation	3.68	103
Police Operations	1.63	45
Library	0.31	9
Operations Sub-total	5.62	157

Table 2. ***2026 Utilities average increase***

Infrastructure (Asset Management Levy)[1]	%	$
Infrastructure - Replacement	1.25	34
Infrastructure – New	0.5	14
Infrastructure Sub-total	1.75	48
Total	**7.37**	**205**

Operations and Infrastructure (Asset Management Levy)	%	$
Water Utility Charge	7.79	39
Sewer Utility Charge	7.25	29

Table 3. ***2026 Strategic Implementation Plan (SIP)***

Category	Budget ($)	Funding Source	Tax Impact
Early Approved Projects (Oct 2025)	812,575	Reserves / Grants / DCCs	$0
Carry forward*	592,925	Reserves / Grants / DCCs	$0
Total SIP (2026)	**1,405,500**	Reserves / Grants / DCCs	**$0**

Three-year Capital Plan

Detailed in the March 30th report (Table 4), staff included the three-year approval for core capital replacement programs to assist with both procurement and longer-term contracts and pricing for this ongoing work.

Table 4. Three-year Capital Plan approval from Council for Core Replacement Programs ($)

Infrastructure Renewal	2026	2027	2028
Road Reconstruction	800,000	850,000	900,000
Active Transportation	2,425,000 *(1)*	5,250,000	-
Storm Water Drain Replacement	115,000	120,000	125,000
Fleet Replacements - General	1,803,000 *(2)*	1,815,000	60,000 *(3)*
Fleet Replacements - Water	350,000 *(4)*	-	-
Fleet Replacements - Sewer	850,000 *(5)*	-	250,000
Water Pipe Replacement	2,000,000	2,500,000	2,500,000
Sewer Pipe Replacement	650,000	2,000,000	2,000,000

1. *Includes $215,000 of carry forward funding from prior year*
2. *Includes $1,135,000 of carry forward funding from prior year*
3. *A 2026 planned vehicle purchase to deferred to 2028.*
4. *Includes $120,000 of carry forward funding from prior year.*
5. *Includes $850,000 of carry forward funding from prior year.*

New Civic Facility: 10-year Lifecycle Cost Overview

[1] Infrastructure includes Municipal and Police Services

New Civic Facility: 10-year Lifecycle Cost Overview (Appendix C) provides a financial summary for the Municipal Complex from 2026 to 2035, comparing current (2026–2030) and future (2031–2035) costs. Operating expenses—including materials, insurance, utilities, contracts, and custodial services—are expected to rise from $260,600 in 2026 to $370,000 in 2035. The new facility will deliver energy savings but incur higher custodial costs due to its larger size. Debt servicing costs will increase from 2027, reaching $2,235,000 annually from 2029, as the main long-term financial obligation.

OPTIONS:

Option 1

1. That the Central Saanich 2026-2030 Financial Plan as presented in the March 30th staff report and meetings March 30th and April 8th, 2026.
2. That 2026-2029 three-year Capital Plan approval for core replacement programs, as identified in of the March 30th staff report.

Option 2

That staff be provided alternate direction.

CONCLUSION:

The 2026 Financial Plan ensures that current service levels are sustained for both operational and capital initiatives. The plan incorporates annual tax increases of 1.25% dedicated to infrastructure renewal and 0.5% for new transportation improvements, supporting long-term community priorities.
Upon Council's adoption, tax bylaws will be enacted to implement these measures. The finalized plan will be made available online for public access and will also be submitted for budget award consideration, reflecting our ongoing commitment to transparent governance and fiscal responsibility.

Respectfully written and submitted by:	Kristin Tryon, Chief Financial Officer, Director of Finance and Technology Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: 2026 Financial Plan, Dated April 8th, 2026
Appendix B: March 30th Staff Report, 2026 Draft Financial Plan
Appendix C: New Civic Facility: 10-year Lifecycle Cost Overview

Central Saanich

2026 - 2030 Financial Plan

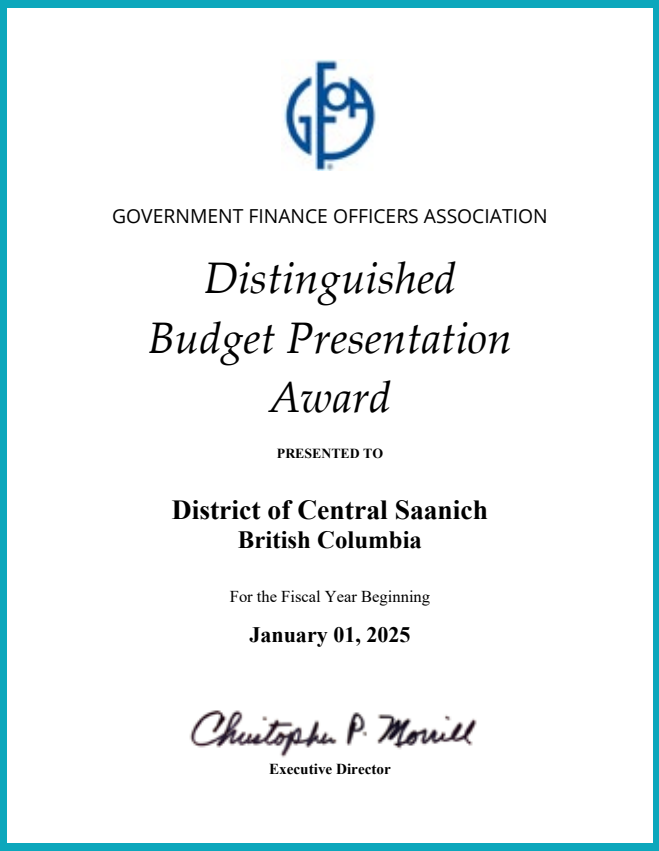
The District of Central Saanich British Columbia, Canada

Central Saanich

Government Finance Officers Association

Report photo credits: Janis Jean Photography, Janice Howard, Skyscope, Sarah Hartley Photography, Dale Puskas

The District's Financial Plan outlines the money we will raise and spend over the next five years. It is the plan that aligns the District's strategic priorities with the services delivered to residents every day.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

District of Central Saanich
British Columbia

For the Fiscal Year Beginning

January 01, 2025

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the District of Central Saanich British Columbia, for its Annual Budget for the fiscal year beginning January 1, 2025.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications tool.

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Message from the Chief Administrative Officer

As we enter 2026, the District of Central Saanich marks its 75th anniversary, an opportunity not only to reflect on our history, but to demonstrate how we are preparing for the next generation of stewardship. This year represents the third year of our four-year Integrated Planning and Reporting cycle. Through this framework, ninety-six per cent of our multi-year Strategic Plan initiatives are either started or completed, reflecting the discipline and foresight of long-range planning.

The redevelopment of Municipal Hall stands as a major milestone, the largest facility replacement in our Asset Management Plan and a central pillar of our long-term financial strategy. Funded through the dedicated infrastructure levy, the project proceeds without new tax increases and, if approved, construction is expected to begin in late fall. In partnership with the Peninsula Recreation Commission, it will also deliver long-awaited recreation space while creating an accessible, modern civic hub designed to serve staff and community for decades to come.

The 2026 Financial Plan emphasizes routine infrastructure renewal, including roads, underground utilities, fleet, facilities, and parks. Replacing assets before failure protects service reliability and minimizes borrowing pressures, helping future Councils and residents avoid deferred maintenance and financial shocks.

Strategic investments also enhance connectivity, water security, environmental resilience, and agricultural sustainability. Phase two of the Mount Newton Pathway is underway, improving mobility, safety, and climate outcomes. Watershed work at Maber Flats and drainage evaluation in the Martindale Valley support flood mitigation, biodiversity, and farmland protection.

This work is strengthened through ongoing collaboration with W̱SÁNEĆ First Nations, with Memorandums of Understanding identified as a 2026 Council priority.

While long-range planning is essential, most of our work remains the daily services residents rely on. Thank you to Council for its commitment, and to staff whose professionalism sustains reliable service every day. Through Integrated Planning, the Financial Plan demonstrates consistent and measured tax increases to keep Central Saanich resilient into the future.

HÍSW̱KE / Thank You,

Christine Culham
Chief Administrative Officer

Budget Summary

At present, the Central Saanich 2026 budget is balanced at $75.5 million. This includes approximately 49 strategic plan projects totaling $1.405 million, a $28.4 million capital program, and continued funding escalation for required future infrastructure replacements and new active transportation infrastructure.

Property Tax Impacts

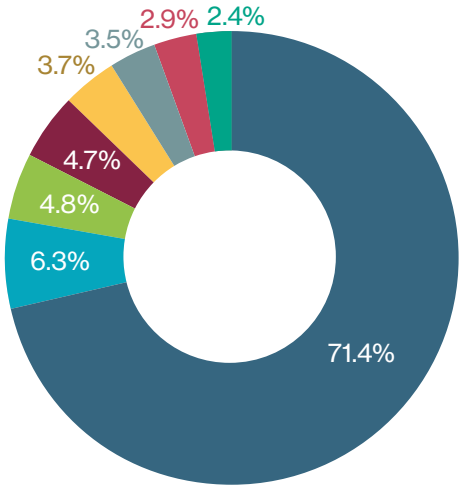
After new growth (referred to as new construction or non-market change in property assessment) is taken into account, the budget results in an average property tax increase of $205.

Average Home Tax Increase:

Municipal Operations	3.68%	$ 103
Police Operations	1.63%	$ 45
Library	0.31%	$ 9
Operations Sub-Total	**5.62%**	**$ 157**
Infrastructure - Replacement	1.25%	$ 34
Infrastructure - New	0.50%	$ 14
Infrastructure Sub-Total	**1.75%**	**$ 48**
Total	**7.37%**	**$ 205**
Water Utility Charge	7.79%	$ 39
Sewer Utility Charge	7.25%	$ 29

The 2026 budget maintains the service levels and assets expected by the community and also invests new funding in the following:

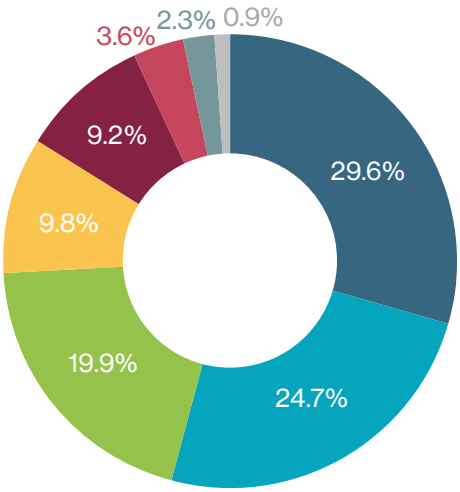
- Police and Fire Services.
- Final year of increasing staffing to enable the Strategic Implementation Plan in areas of facilities redevelopment, occupational health and safety, roads maintenance, and fire inspections and prevention.
- Commitment to appropriate staffing levels to support the Strategic Implementation Plan, along with recognition of ongoing cost implications.
- The asset management plan financial strategies (1.25% for future asset replacement and 0.50% for new infrastructure).
- Greater Victoria Public Library facilities.



2026 Revenue (General Operating)

Property taxes represent the most significant funding source for municipalities; 2026 taxation is approximately $26.19 million. The District does not have sources of income from recreation and parking, like many other local governments, but has a variety of smaller revenue sources. See page 110 for details.

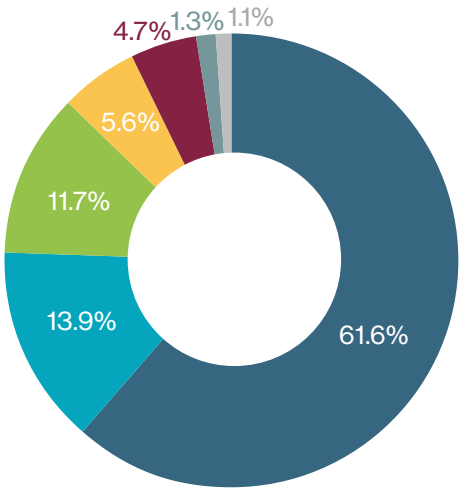
- Municipal property taxes
- Government Transfers
- Reimbursements
- Reserves used for strategic projects
- Licensing & Fees
- Sale of services
- Reserves used for operating
- Penalties and interest
- Other (0.1%)
- Business and Dog Licensing (0.2%)



2026 Expenses (General Operating)

Operating expenses by function total approximately $36.2 million. See page 110 for details.

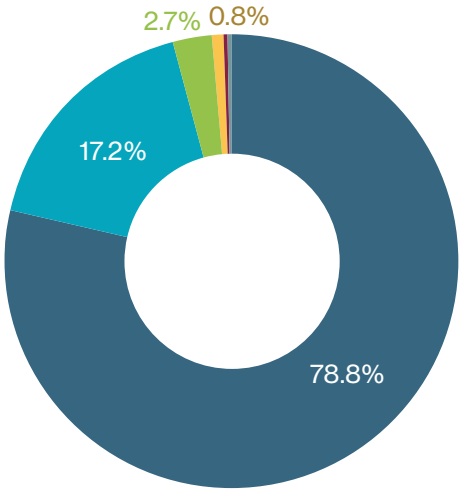
- General Government
- Police Service
- Transfers to Reserve
- Public Works, Facilities and Parks
- Fire
- Projects and Strategic Initiatives
- Debt Servicing
- Climate Action



Five-Year Capital Budget

Totalling $130.5 million over five years (2026-2030), the capital expenditures are driven by the need to maintain, upgrade or replace existing aging infrastructure and facilities at the end of their useful lives, meet industry standards, population growth and invest in new capital (active transportation) in alignment with the Strategic Plan and community input. See page 90 for details

- Sewer System
- Water System
- Roads
- Buildings
- Vehicles
- Drainage
- Equipment
- Parks and Trails (0.3%)



2026 Tax Collection by Property Class

Residential properties account for the largest share of total taxation, reflecting both their relative assessment base and the District's reliance on residential revenues to fund municipal services. In fact, for 2026, residential taxpayers contribute $20.3 million which is nearly 78.8% of the total tax levy. Business and other commercial properties provide the next largest share, accounting for $4.5 million or 17.3%. Light industry, utilities, recreation/non-profit properties, and farms together contribute approximately $1.0 Million 3.9% combined of the $26 million. See page 117 for details.

- Residential
- Utilities (0.13%)
- Light Industry
- Business
- Recreation
- Farm (0.16%)

2026 Budget Drivers

The 2026 Financial Plan has been developed in an environment shaped by ongoing economic uncertainty, more stable inflation, legislative change, and increasing demands on municipal infrastructure and services. While population growth within the Greater Victoria Area has moderated and Central Saanich continues to experience relatively modest growth, the District faces continued cost pressures related to wages, construction, supply chain constraints, climate related risks, and regulatory requirements. At the same time, debt management, longterm asset management objectives, and stable taxation and user fee policies remain central to maintaining affordability and intergenerational equity. In this context, the 2026 Financial Plan emphasizes prudent fiscal stewardship, disciplined service planning, and sustained investment in infrastructure renewal to support longterm financial sustainability and community resilience.

Preparation of the 2026 – 2030 Financial Plan has considered the following factors:

1. Wage and Benefits Increase:

Labour costs—over $18 million or about 60% of operating expenses—are the main budget driver. For 2026, only the Police Association contract is settled; other union contracts and a management compensation review remain unresolved, creating budget risks.

2. Workforce Implementation Plan:

The Workforce Plan continues to drive costs in 2026, reflecting ongoing impacts from prior years' staffing decisions and strategic initiatives. The 2023 Plan recommended a total of 11.9 new positions spanning 2024 to 2026, supported by grants, reserves, surplus, and taxes. In 2025, two 0.8 FTE Career Fire positions were approved, contributing to recurring expenses. For 2026, new additions such as the summer student program with 5 positions (1.5 FTE), two police positions; a communications contractor (0.75 FTE), and administrative support (0.6 FTE) along with the full-year financial effects of all previously introduced roles. These cumulative decisions continue to shape staffing levels and associated budget impacts. Further details are available on page 14, 29 and 141.

3. Police Services cost escalation:

The Police Services budget drivers include annual wage and seniority increment increases, contracted services such as Greater Victoria Integrated units, and Regional E-Comm 911 dispatch services.

4. Fire Department cost escalation:

Fire Department costs are rising due to increased staffing, higher wages and benefits, new fire inspection roles, and greater call volumes affecting Paid-on-Call and dispatch expenses. Revenues from service agreements help offset these increases. A Fire Master Plan is in development to review service levels.

5. Resilient Asset Management Replacement Funding:

Since 2018, the District has implemented long-term tax and utility fee increases to build reserves for future asset replacement. While originally structured as a fifteen-year plan, capital funding increases are expected to be ongoing to address construction cost escalation, aging infrastructure, expanding service levels, and community growth and densification. The 2021 updates to the Asset Management Plan and Long Term Financial Plan confirmed the need for increased annual asset replacement funding due to inflation, rising maintenance costs, and new infrastructure requirements. These pressures were reflected in the 2022 Financial Plan through incremental tax increases for new assets and a realignment of water and sewer replacement funding. Funding strategies will be reviewed again in late 2026 for consideration in the 2028 Financial Plan.

6. Annual Strategic Implementation Plan (SIP) funding:

Currently, Strategic Implementation Plan projects are funded by grants and/or operating reserves. The District received early approval for two new temporary business analyst positions for 2026, and funding continues to prioritize projects scheduled for 2026 and beyond.

7. Investment revenue:

Investment returns in 2025 remained favorable. Returns are budgeted based on forecasted five-year averages/trends to facilitate tax rate stability. Changes in budgeted investment revenue for 2026 are offset by changes in tax rates and/or operating expenses, in both general operations and water and sewer utilities.

8. Other:

Modest changes, including both increases and decreases, are projected in revenue for 2026. While inflation has moderated, ongoing cost pressures are expected to continue affecting the District's operating and capital expenditures over the planning period.

> **Central Saanich is in a relatively stable financial position despite global economic fluctuations. Modest population growth is currently projected.**

District Overview

Municipal Council

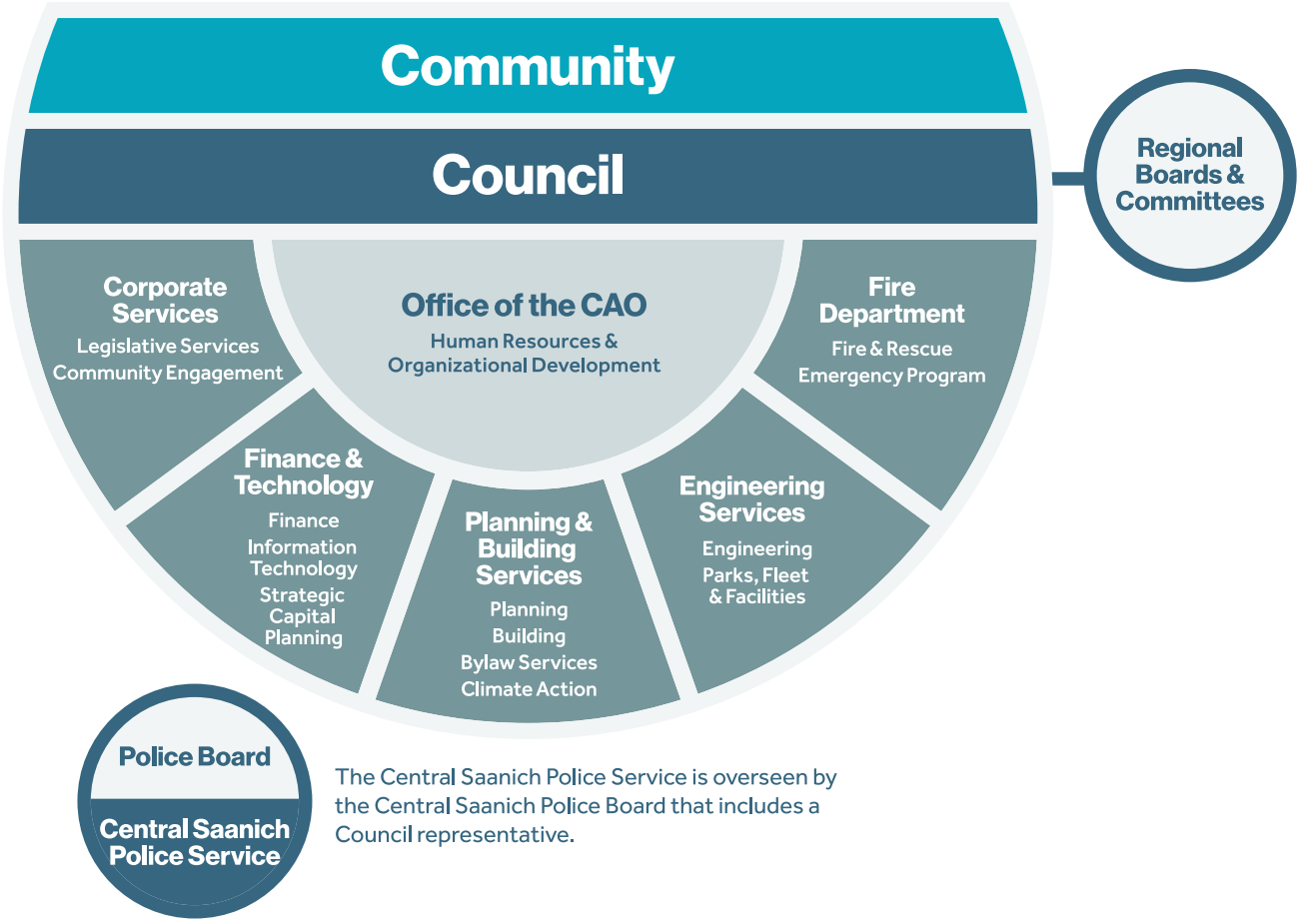
Central Saanich Municipal Council represents the citizens of the community and provides leadership as the legislative and policy making body for the organization.

The Municipal Council is comprised of a Mayor and six Councillors who are elected to a four year term. Council meetings are webcast, and contact information for Councillors is available at **csaanich.ca**.

Councillor Graham | Councillor Newton | Councillor King | Councillor Paltiel
Councillor Thompson | Mayor Windsor | Councillor Riddell

Organization Profile

The Chief Administrative Officer leads a team of dedicated employees responsible for providing recommendations and policy advice to Council and coordinating the day-to-day operations of the municipality.



The Central Saanich Police Service is overseen by the Central Saanich Police Board that includes a Council representative.

Workforce

Component	2024 Actual	2025 Actual	2026 Plan
Administration*	3.0	4.0	4.3
Finance	7.0	7.2	7.0
Technology	4.0	4.0	4.0
Police	29.4	29.4	31.9
Police Secondments	5.0	4.0	5.0
Fire and Emergency Services^	10.5	11.6	13.6
Planning and Building	15.0	14.7	13.0
Engineering	5.0	5.0	6.2
Engineering, Capital Program	2.0	2.7	3.0
Municipal Yard	15.3	16.3	16.3
Parks	10.0	10.0	10.0
Corporate Services	4.5	5.0	4.6
Water Utility	5.8	5.8	5.8
Sewer Utility	5.1	5.1	5.1
Facilities	2.1	2.3	1.0
Facilities, Capital Program	1.0	1.8	4.5
Total	**124.7**	**128.9**	**135.3**

^ PoCs: Paid-on-Call firefighters are trained, auxiliary responders who supplement the regular fire service and are activated as needed rather than scheduled as full-time staff - Total 40

* Temporary WFP position, Business Analyst (FTE 2.0) received early approval, Site Attendant (0.75), Facilities Project Manager (0.75), related to the Facilities Capital

Community at a Glance

The District of Central Saanich spans the middle of the Saanich Peninsula and the traditional territory of the W̱SÁNEĆ peoples, including the W̱JOŁEŁP (Tsartlip) and SȾÁUTW̱ (Tsawout) First Nations. More than 18,000 residents call this beautiful area home.

From Island View Beach on the east to the Saanich Inlet on the west, the region includes fantastic parks, nature trails and beaches, and boasts the highest concentration of agricultural production in the region.

Sometimes referred to as the "breadbasket" of Vancouver Island, nearly 70% of Central Saanich is classified as farm land, with more than 60% held in the Agricultural Land Reserve.

It is a community that blends rural landscapes with vibrant village centers, maintaining its small-town character while planning for sustainable growth.

The necessary services are provided through two core commercial areas in Brentwood Bay and Saanichton, supported nicely by the Keating Cross Road industrial/commercial area.

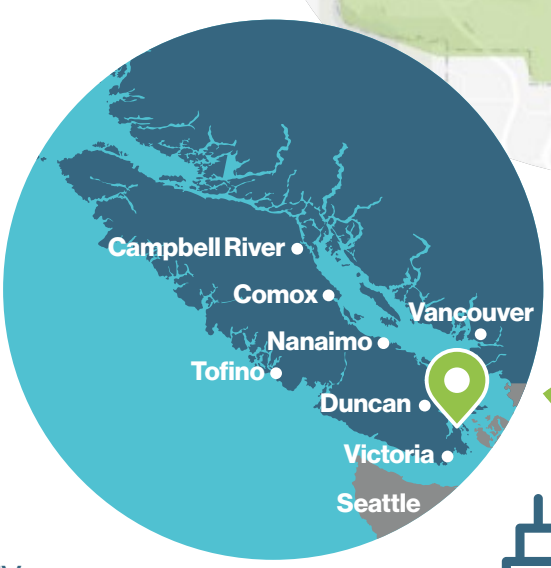
We acknowledge that the Municipality is located and operates within the traditional territories of the W̱SÁNEĆ peoples

Community Profile

18,150
Residents
*BC Stats 2024

46.9
Average Age

63.8%
Employment Rate



16% are immigrants
8% are a visible minority
10.2% identify as having a disability

Education
(highest level)

22% Highschool
23% Bachelors degree or greater

More than
955
Businesses

Data from Canada Census

Environment

205 Hectares of parks and open spaces

61% in the Agricultural Land Reserve

18% in the Urban Containment Boundary

Largest Sources of GHGs
Transportation
Commercial buildings
Residential buildings
Solid waste

14%
of trips taken use sustainable travel modes

Homes

2.6
Average household size

14.1% of households have children aged 14 or under

$103,000
Median household income

10.6% of households considered low income

7,621

Integrated Planning Framework

This section provides a look at the District's multi-year planning process.

Integrated Planning and Reporting

Councils and communities need a robust, flexible, and cohesive integrated framework to support them as they work together to respond to rapidly changing circumstances and opportunities. In 2023, the District adopted a new approach to planning and reporting, Integrated Planning and Reporting, which allows the District to coordinate plans and strategies in support of a clear corporate and community vision.

Integrated planning begins with the community's aspirations through the adoption of the Official Community Plan. This forms part of the basis for Council's Strategic Plan, which is determined by Council at the start of its four-year term. Once priorities are set, it is the District's responsibility to deliver and report on objectives. This process ensures the community's big picture ambitions become operational realities.

Integrated Planning includes a suite of interconnected plans that set out a vision goals and strategic actions to achieve them. It involves a reporting structure to communicate progress to Council and the community as well as a structured timeline for review to ensure the goals and actions are still relevant.

Strategic Plan

In May 2023, Central Saanich Council adopted its 2024–2027 Strategic Plan. This plan provides a framework for decision making and prioritizing services. The plan identifies six strategic priorities, each with specific outcomes and actions to make the vision for Central Saanich, as articulated in the Official Community Plan, a reality.

Mayor, Council and staff took into account community feedback when creating the strategic plan, utilizing the Community Satisfaction Survey as well as recent public engagement opportunities. Through these channels, council members and staff were able to hear directly from residents regarding the most pressing topics and concerns.

Priorities

Invest in Infrastructure and Active Transportation

Expand the Supply of Affordable, Attainable, and Rental Housing

Foster a Community of Inclusion, Diversity, and Accessibility

Cultivate a Resilient Economy and Thriving Agricultural Sector

Champion Climate Adaptation, Mitigation, and Preparedness

Demonstrate Organizational Effectiveness

Invest in Infrastructure and Active Transportation

Goals	Tracking Progress
Improve the active transportation network to foster a complete community where people live, work and play.	• Map of Connected systems • 9.5 kms of bike lanes, sidewalks, MUPs • 9 crosswalks
Prioritize infrastructure investment renewal and upgrades that consider climate adaptation and mitigation, and future growth.	• 12 kms of road surfacing (3 kms/year) • 4.3 kms of sewer; 8 km of watermain pipe replacement • Completion of Keating Flyover • Completion of Municipal Facilities • Updates to all masterplans, engineering standards and development cost charges • Update to long term financial strategy and asset management plan • *NEW* Natural Asset Plan
Facilitate increased public amenities by leveraging resources and seeking partnerships, including childcare, recreation, healthcare, and social services.	• Completion of multi-sport box • 50 net new licensed daycare spots • Increase of recreation services (facilities and programming) in Central Saanich

Results are reported on in the Annual Report.

Expand the Supply of Affordable, Attainable, and Rental Housing

Goals	Tracking Progress
Adapt and respond to emerging legislation that seek to remove barriers and incentivize a broader range of housing options.	• 90% of rezoning planning reports before Council within 6 months • By end of 2027 building permits issued for 415 new residential units. • Streamlined approval processes that results in improved efficiency and decision making timelines – from 2023 baseline
Support and encourage development proposals that expand housing diversity, including purpose built rental and legal suites.	• Building permits issued to increase legal suites, cottages and carriage houses by 30 units by 2027 • 85% of new units are missing middle/multi-family residential • 20% of housing starts will be rental
Pursue partnerships with housing providers and government agencies to deliver affordable housing and amenities.	• 10% of housing starts will be affordable • Success in securing grants to achieve affordable housing and amenities

Foster a Community of Inclusion, Diversity, and Accessibility

Goals	Tracking Progress
Strengthen relationships with the W JOŁEŁP (Tsartlip) and SȾÁUTW (Tsawout) First Nations based on the recognition of rights, respect and partnership.	• Signed service agreements • SENĆOŦEN place names • MOUs with SȾÁUTW (Tsawout), W JOŁEŁP (Tsartlip) and WSÁNEĆ Leadership Council • Standing Committees – representation and participation • Addressing and GIS Mapping for both nations completed
Support community inclusion, equity, accessibility and diversity through improvements to services and the built environment.	• Complete actions from the Accessibility Plan • Adopted Public Engagement Framework
Build an organizational culture of understanding of key equity, diversity, and inclusion concepts.	• Employee Engagement – sense of belonging, feeling heard

Cultivate a Resilient Economy and Thriving Agricultural Sector

Goals	Tracking Progress
Be responsive to changing economic conditions and emerging sectors that help strengthen and diversify the District's business and industrial community.	• Measuring businesses – compare
Support the agricultural community and encourage farming that improves food security.	• Improve drainage • Update of the Agricultural Area Plan • Completed rezoning of agricultural properties to allow more dwellings # of units • Amended Land Use Bylaw to include • controlled environment structure (vertical farming) as a permitted use • Support more sustainable farming through public education
Promote our unique character and encourage visitors and residents to support local businesses, agri-tourism and tourism opportunities.	• Update business and agricultural signage to align with Wayfinding Strategy • Website to promote business and agritourism and DCS consolidate business tools • Collaborate with local tourism operators on industry-led efforts

Champion Climate Adaptation, Mitigation, and Preparedness

Goals	Tracking Progress
Ensure a resilient community that is supported and prepared for extreme events through public education, planning and response.	• Disaster Risk Reduction – Climate Adaptation Mapping completed • 100% District staff have general Emergency Operations Centre overview • 30% of households have emergency kits
Improve natural asset and ecosystem management through the principles of preservation and restoration.	• Natural Asset Mapping and Plan completed and included in updated AMP • Maber Flats Management Plan, improvements and Collaboration Plan with W̱ SÁNEĆ Leadership Council Land Trust completed • Evaluation of Martindale upgrades completed • Tree Canopy Study completed
Reduce GHG emissions by continuing to demonstrate climate leadership and apply a climate lens to decision making and initiatives.	• Reduce Corporate GHG Emissions by 15% • Fleet Electrification Plan (Appendix) • Public Education Campaigns – Active Transportation, Emergency Management, Climate Mitigation • Expand PACE program to include solar • Completed bylaw for construction waste disposal • Increase EV chargers in District by 25

Demonstrate Organizational Effectiveness

Goals	Tracking Progress
Deliver excellent, accessible and responsive customer service for our diverse community.	• Community Satisfaction Survey • Website updates
Improve internal processes through adoption of best practices, legislative authority, and new technology.	• Policy review • Quarterly reporting • Enhanced strategic planning process with longer range planning • Introduction of new technology (e.g., Tempest, e-Apply) • Implement GIS
Build strong relationships through collaboration and engagement with community members, service providers, and government agencies to advance community interests.	• Community service agreements

Implementing the Strategic Plan

The Strategic Plan is supported by an implementation plan (pages 134 -140), listing new projects staff have identified to achieve the goals of Council. In 2026, approximately 14 projects will kick off. These projects reflect the winding down of the 2024-2027 Strategic Plan, while laying the foundational groundwork for the 2027 planning cycle. See the summary of projects for 2026 on the next page.

2024-2027 Strategic Implementation Plan – Projects Beginning in 2026

Start	Project	Target	Project Areas Impacted					
2026	Phase 2 of Sharepoint for Business and Process Automation Systems	2027	●					●
2026	Explore Keating Land Use Options (North Keating)	2026		●				
2026	75th Anniversary	2026			●	●		●
2026	Accessibility Plan Update and Implementation 2027-2030: Focus on Parks and Trails Accessibility Standards	2030			●		●	●
2026	Develop Economic Development and Tourism Website	2027				●		●
2026	Asset Management Plan, ACC Bylaw, and DCC Bylaw Update	2027	●					●
2026	From Service Reviews to Strategic Implementation: Strengthening IP&R (2026–2028): Strategic Plan and Integrated Resource and Reporting Plan	2028			●			●
2026	From Service Reviews to Strategic Implementation: Strengthening IP&R (2026–2028): Business Process Improvement and Service Review	2028			●			●
2026	From Service Reviews to Strategic Implementation: Strengthening IP&R (2026–2028): Community Satisfaction Survey, and Engagement on Strategic Plan	2028			●		●	●
2026	Information Technology Master Plan	2028						●
2026	PEMO Service Review	2027					●	
2026	Yard Waste Removal Background Study	2026					●	
2026	Parking Regulation Review and Update	2026	●	●				●
2026	Engineering Standards Update	2026	●		●		●	●

For full SIP see page 134. The capital program is also part of the SIP and is detailed starting on page 90.

Workforce Plan

The District's Workforce Plan identifies the required staff to support the District's routine operations, such as upcoming capital projects, as well as delivering the new projects to achieve the goals of the 2024-2027 Strategic Plan. In 2026 some modest increases in staffing will be required.

The Workforce Implementation Plan is reviewed and updated annually, and a new Workforce Plan will be developed in the 2027 Integrated Planning process.

Details of the 2026 Plan included in the draft budget are outlined below. The table identifies positions and implementation year.

Department	Position	FTEs Requested	2025 Budget	2026 Budget	Filled
Administration	Summer Student Program	0.3		0.3*	N
	OHS and Disability Management	1	1		Y
Finance	Deputy Director, Strategic Capital Planning	1	1		Y
Engineering	Roads Labour	1	1		Y
	Summer Student Program*	1.3		1.3	N
	Facilities Project Coordinator	1	1		Y
Fire	Fire Inspection and Prevention	1	1		Y
	Fire Fighter		1.6		Y
Police	Administrative Support	0.6		0.6	N
	Communication Contractor	0.75		0.75	N
Total		**7.95**	**6.6**	**2.95**	

*Early Approval 2026

Separate from the Workforce Plan, two temporary Business analyst funded through Surplus for Project Based Work & Site Attendant (Capital)

Financial Plan Overview

This section provides an overview of the framework used to develop the Financial Plan. It also identifies the District's financial fund structure, finance policies, and the budget process and timeline.

Grant Funding Awarded in 2025

The District of Central Saanich wishes to acknowledge and thank the following organizations that awarded the District generous grants in 2025.

Total grant funding approved by external funding sources in 2025 **$1,668,117**

$ 855,018	Canada Community-Building Fund (Gas Tax), Union of BC Municipalities (UBCM)
$ 250,000	Gun and Gang Violence Action Fund, Province of BC
$ 164,000	Small Community Grant, Province of BC
$ 161,000	Traffic Fine Revenue Grant, Province of BC
$ 93,099	Enabling Accessibility Fund (EAF), Government of Canada
$ 48,000	Indigenous Engagement-Emergency & Disaster Management Act, Province of BC
$ 47,000	Local Government Internship Program Grant, Local Government Management Association
$ 40,000	Emergency Operations Centres Equipment & Training Program, UBCM
$ 10,000	C2C Grant, UBCM

Budget Process

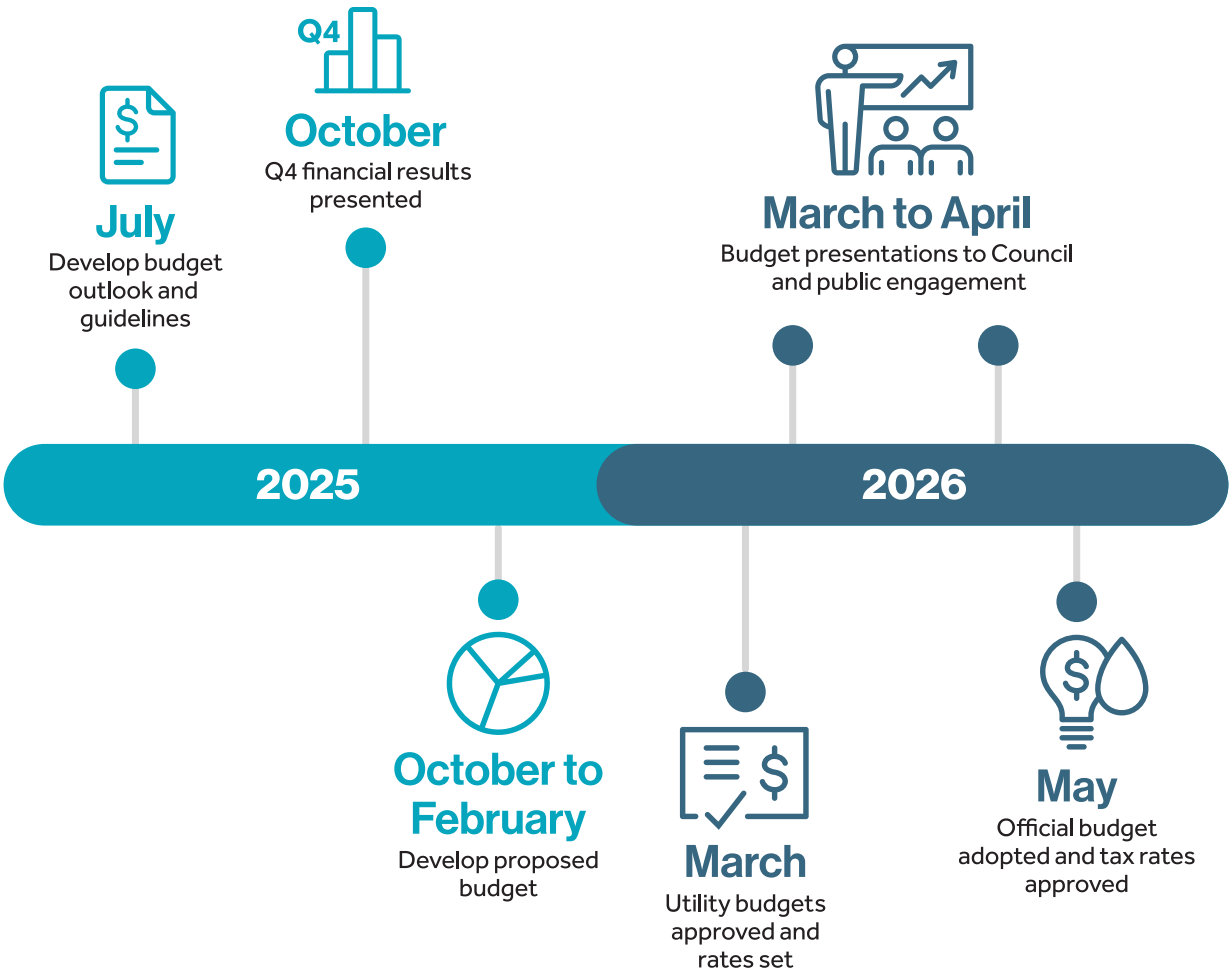
Every year Council and staff work together to develop the budget. The process begins with staff bringing Council an overview of the anticipated budget drivers. This is followed by drafting a budget based on the framework below.

A number of key plans are used as the basis for the development of the Financial Plan, including the Official Community Plan, Strategic Implementation Plan, master plans (water, sewer, stormwater, facilities, transportation), and our Asset Management Plan long-term financial strategies.

The District's various departments and the Central Saanich Police Service outline the activities that will be undertaken in the budget year to support their workplans, which are driven by the SIP and ongoing operations. Through these departmental work plans, the District can effectively coordinate human and financial resources to achieve the priorities as set by Council and the community.

Input from District Council, staff, residents and others all helps build a financial plan that sets our community up for success now and into the future.

Budget Timelines



Budget Principles

1. Fiscally responsible, balanced, and focused on the long-term

The budget is built with a long-term view in mind. This ensures long-term strategies are pursued for financial resiliency and considers external economic conditions.

2. Affordability and cost effectiveness

By ensuring value for money through productivity and efficiencies, the District aims to keep property taxes and fees reasonable for services delivered.

3. Service level approach

The budget is prepared to deliver community services at the standard directed by Council and legislation. The financial impact of service-level changes are specifically identified so Council can make decisions with all available information. The District endeavours to fund and deliver services in the most cost effective manner.

4. Keep debt at a manageable level

The municipality takes a very careful and strategic approach to the use of debt. A significant proportion of District infrastructure was constructed in the 1960s and 1970s and will require replacement in coming years. Debt servicing is anticipated as part of the long-term financial plan and major infrastructure replacements required over the next ten to twenty years.

5. Measured property tax and user fees

Property taxes, utility charges and user fees are reviewed each year with due care and process. Comparisons with other local governments, labour contracts, new services and inflation are used as a guide.

6. Balanced taxation principle

The municipality maintains tax stability by setting tax rates that reflect the proportionate relationship of property classes, while taking into account deletions from the tax roll, changes in property classes, and significant assessment changes. New construction values are used to reduce the overall average tax increase as opposed to used as additional revenue. This gives taxpayers confidence their property taxes will increase proportionately to the increase in tax revenue required, taking into account assessment increases of their property to the assessment class average. This is particularly important in a rural agricultural municipality with a significant proportion of ALR farmland that is both assessed and taxed at proportionally low levels of taxation.

7. Maintain assets in a healthy state of repair

Maintaining core infrastructure and amenities in a healthy state of repair is critical to the long-term financial resilience of the community, and helps ensure asset management obligations are not deferred and infrastructure funding deficits do not accumulate to unacceptable levels for future generations, adaptable, and expandable spaces to accommodate changing demographics and future growth.

8. Optimize capital investments

Before adding new facilities, the municipality will consider repurposing and right-sizing existing facilities and continue to advance the principles of co-location and functional integration of services to enhance operational efficiency and customer service. All new facilities will be designed with flexible, adaptable, and expandable spaces to accommodate changing demographics and future growth.

Consolidated Past Results Summary

	2021	2022	2023	2024	2025
Revenue					
Municipal property taxes	$ 18,361,215	$ 19,358,957	$ 20,456,271	$ 22,026,750	$ -
Grants in lieu of taxes	334,400	344,584	374,256	378,526	-
Sale of services	2,898,446	2,003,300	2,514,577	2,185,088	-
Permits Licences and Interest	1,311,131	2,631,005	4,143,851	4,067,211	-
Government Transfers	2,342,572	2,146,032	7,095,865	7,727,216	-
Water Utility	6,595,251	6,222,285	6,645,855	6,442,614	-
Sewer Enterprise Revenue	1,780,337	1,996,529	2,100,139	2,211,645	-
Contributions and donations	883,446	854,324	689,688	1,099,895	-
Total Revenue	**34,506,798**	**35,557,016**	**44,020,502**	**46,138,945**	**-**
Operating Expenses					
General government	2,887,794	3,055,527	3,633,428	3,633,249	-
Protective services	9,948,956	10,559,810	11,373,718	12,642,101	-
Transportation services	4,806,115	4,284,698	4,427,033	4,623,241	-
Environmental development services	678,076	649,495	809,892	1,082,842	-
Parks and cultural services	3,253,707	3,550,552	3,830,926	4,122,604	-
Water utility - expense	5,549,817	5,614,600	5,830,770	5,738,446	-
Sewer enterprise expense	1,165,130	1,134,742	1,065,846	1,207,472	-
Other fiscal services	648,763	342,913	464,584	520,064	-
Total Operating Expenses	**28,938,358**	**29,192,337**	**31,436,197**	**33,570,019**	**-**
Annual surplus (deficit)	**5,568,440**	**6,364,679**	**12,584,305**	**12,568,926**	**-**
Accumulated surplus, beginning of year	**120,541,014**	**126,109,454**	**132,474,133**	**145,058,438**	**157,338,364**
Adoption of PS3400 Revenue Standard				(289,000)	
Accumulated surplus, end of year	**$ 126,109,454**	**$ 132,474,133**	**$ 145,058,438**	**$ 157,338,364**	**$ 157,338,364**

Operating results fund investing activities such as transfers to reserves for replacement of infrastructure.

Financial Plan Summaries

This section provides the consolidated plan, outlining the operating budgets, water and sewer utilities and capital programs.

Consolidated Budget

The Central Saanich Consolidated Financial Plan for 2026 balances $75.5 million in revenues and funding with $75.5 million in total expenses and transfers to reserves. The plan continues to have a dedicated focus on asset management and infrastructure replacement. This requires striking a balance between the need to continue increasing capital replacement funding to targeted levels, maintaining service capacity and keeping operating costs in check. Sound fiscal choices must be made that reflect community priorities and a measured level of increases in the current economic climate.

General Fund (Property Taxation)

After new construction growth (non-market change in property assessment) is taken into account, the 2026 budget is based on a combined Municipal, Police, and Library property tax increase of $157 to the average home. In addition, 1.25%, or $34, for future asset replacement, and 0.50%, $14, for new and active transportation infrastructure. In total this represents a 7.37% increase or $205 to the average residential property (approximately $17 per month).

An average residential property in Central Saanich for 2026 has an assessed value of $1,091,000 with a 1.0% assessment increase from 2025.

2026 Average Tax Increase

Municipal Operations	3.68%	$ 103
Police Operations	1.63%	$ 45
Library	0.31%	$ 9
Operations Sub-Total	**5.62%**	**$ 157**
Infrastructure - Replacement	1.25%	$ 34
Infrastructure - New	0.50%	$ 14
Infrastructure Sub-Total	**1.75%**	**$ 48**
Total	**7.37%**	**$ 205**
Water Utility Charge	7.79%	$ 39
Sewer Utility Charge	7.25%	$ 29

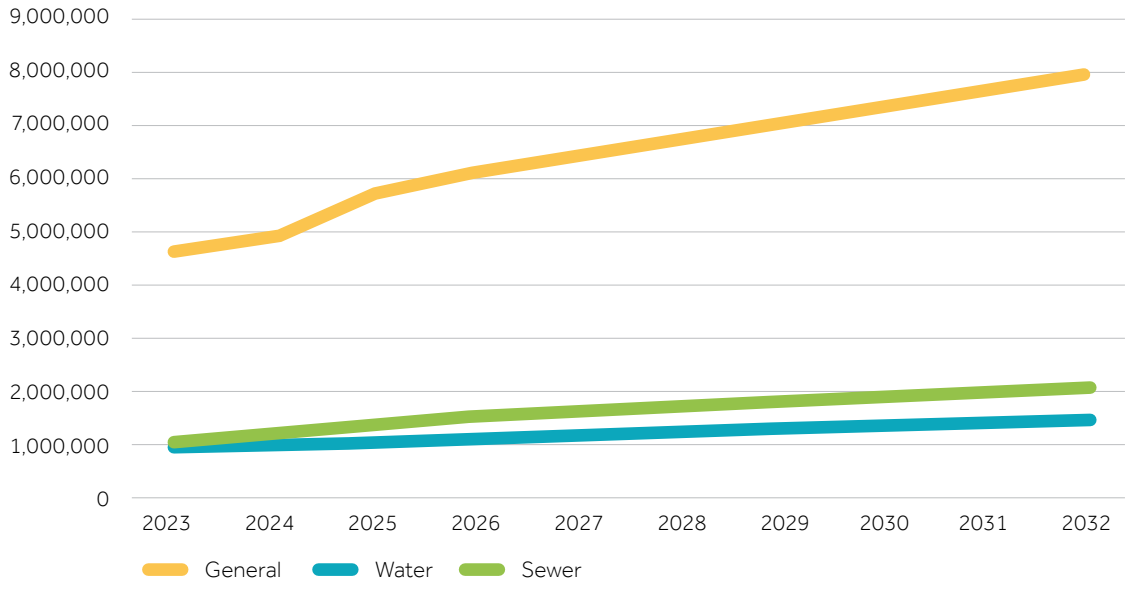
General Capital Program (Infrastructure Replacement Levy)

The District's 2022 Asset Management Plan (updated from 2017) outlines a long-term approach for capital replacement investment and targeted funding levels. To provide clarity and transparency an Infrastructure Replacement Levy was introduced in 2017. This is projected to increase funding by a 1.25% property tax increase each year. In addition, a 0.50% increase was introduced in 2022 for new and active transportation infrastructure. These contributions when combined with debt servicing and coordinated use of existing reserves will provide for a resilient funding level once targeted levels are achieved.

	2026	2027	2028	2029	2030
Reserves and Debt Contributions	$ 5,999,500	$ 6,955,500	$ 8,800,455	$ 9,727,369	$ 10,217,457
Asset Levy - Average home	$ 778	$ 902	$ 1,141	$ 1,262	$ 1,325

The next review is scheduled for end of 2026 for a late implementation in 2028.

Some debt financing will be required over the timeframe of this financial plan as replacement spending and major projects are greater than the District's reserve savings and annual funding.



Construction cost inflation is a significant factor in this plan. By increasing funding each year, the District moves toward annual targeted funding levels to help mitigate future inflationary pressures.

The plan is reviewed every five years to reevaluate inflation, replacement costs, and annual targeted funding levels. The next review is scheduled in 2026 for 2027 implementation.

Impact of Capital Investment on Operating Costs

The majority of the District's five-year capital program ($130.75 million) is focused on the replacement of existing infrastructure and major facilities, and will assist in maintaining the current operating cost to repair and manage those assets. Modest upgrading of assets is planned and this will help improve service. For a small organization, the District has an ambitious five-year capital program ahead as its long-term underground infrastructure, installed in the 1960s through 1980s, reach the end of their useful lives and come due to be replaced. As we escalate capital replacement programs, it's expected there will be future impacts to operating costs to facilitate and pay for that work.

Water and Sewer Utility Funds

The 2022 update of the Asset Management Plan identified a healthy level of replacement funding in water, and a gap in the sewer utility. Over the next three years rate increases will be focused on the sewer utility to set both utilities on a trajectory to reach targeted funding levels by 2032.

Water Utility Fund

The 2026 Water Utility Budget is based on a water rate of $2.214 per cubic metre and a fixed charge of $141 annually. A 6.08% increase over the 2025 rate. For an average residence this would be a combined total of $680 based on a median consumption of 244 cubic metres; a $39 increase over 2026.

The 2026 Water Capital Program includes the ongoing annual pipe replacement program as asbestos concrete pipes come to the end of their useful life.

Sewer Utility Fund

The 2026 Sewer Utility Budget is based on a sewer rate of $2.409 per cubic metre. This is an increase of 7.2% and for an average residence or an increase of $29 over 2025 ($432 annually). For 2026, the Brentwood/Hagan Pump Station and Force Main replacement and upgrades is expected to be completed: the scope of work for the project involves reconfiguration of the conveyance system and replacement of undersized pump station.

Reserves and Surplus Summary

The District's Reserves and Surplus are detailed starting on page 105. Reserves are expected to be reduced during the term of this plan due to the use of Capital Reserves and Gas Tax funding for infrastructure replacement programs.

Debt Summary

Overall, debt levels are expected to change over the five-year term of this plan. New debt will be needed to fund water and sewer system replacement work, new transportation priorities such as the Keating Flyover, and possible major facility replacements should those projects proceed.

Consolidated Budget Summary

	2025	2026	2027	2028	2029	2030
Revenue						
Municipal property taxes	$ 23,952,300	$ 25,804,500	$ 27,232,000	$ 28,545,300	$ 30,005,600	$ 31,434,000
Penalties and interest	1,165,500	1,288,200	1,178,500	1,181,600	1,184,700	1,187,900
Grants in lieu of taxes	413,500	368,700	374,400	380,400	386,700	393,300
Sale of services	250,900	305,000	313,900	323,000	332,400	342,100
Administration	82,500	82,500	82,500	82,500	82,500	82,500
Police	1,692,000	1,683,000	1,723,700	1,763,400	1,804,200	1,846,500
Fire	377,300	420,000	435,300	451,200	467,700	484,900
Planning	938,100	894,800	895,200	895,500	895,600	895,700
Engineering	182,000	137,000	137,000	137,000	137,000	137,000
Municipal Yard	32,800	32,800	32,800	32,800	32,800	32,900
Parks	18,000	23,000	23,500	24,100	24,700	25,300
Facilities	79,300	69,500	70,200	70,900	71,600	72,300
Government transfers	1,267,000	1,377,000	889,200	889,200	889,200	889,200
Other	1,399,000	1,665,000	-	-	-	-
Grants (Capital)	1,368,000	93,100	-	-	-	-
Water Utility	7,131,100	7,661,700	8,040,900	8,427,500	8,832,700	9,254,200
Sewer	2,524,000	2,713,100	2,854,700	2,997,200	3,136,700	3,279,900
Total Revenue	**$ 42,873,300**	**$ 44,618,900**	**$ 44,283,800**	**$ 46,201,600**	**$ 48,284,100**	**$ 50,357,700**
Operating Expenses						
Administration	1,364,000	1,534,500	1,347,500	1,384,800	1,423,600	1,463,900
Finance	1,154,500	1,169,600	1,214,600	1,245,100	1,494,800	1,533,100
Information Technology	1,020,100	1,095,300	1,115,900	1,142,400	1,158,600	1,186,900
Police Service	8,207,700	8,949,100	9,270,200	9,576,300	9,893,800	10,222,600
Fire	2,961,600	3,333,500	3,301,300	3,425,700	3,555,500	3,689,700
Planning and Building Services	1,951,100	2,201,900	2,144,200	2,210,600	2,278,700	2,349,300
Corporate Services	2,491,400	2,691,500	2,666,000	2,798,600	2,909,600	3,043,200
Engineering	1,690,800	1,709,100	1,690,800	1,744,800	1,800,600	1,857,800
Municipal Yard	1,918,500	2,012,100	2,019,300	2,079,400	2,141,800	2,206,400
Parks	1,509,300	1,548,300	1,598,300	1,648,600	1,700,200	1,753,200
Facilities	614,700	669,300	704,000	739,200	907,600	940,000
Water	6,081,100	6,561,700	6,865,900	7,177,500	7,507,700	7,854,200
Sewer	1,159,000	1,197,100	1,234,700	1,272,200	1,311,700	1,352,900
Strategic Implementation Plan	2,961,800	1,405,500	811,900	350,000	142,500	145,000
Total Operating Expenses	**$ 35,085,600**	**$ 36,078,500**	**$ 35,984,600**	**$ 36,795,200**	**$ 38,226,700**	**$ 39,598,200**
Add:						
Reserves used for operating	557,200	895,100	223,300	210,200	196,500	182,000
Reserves used for Initiatives and Projects	2,250,800	1,204,400	811,900	350,000	142,500	145,000
Proceeds of Debt	6,570,000	-	27,000,000	13,000,000	2,500,000	2,500,000
Reserves used for Capital	18,659,700	27,519,000	31,632,800	24,551,000	6,792,100	5,323,600
Capital reserves used for Operations Staff	172,400	-	-	-	194,200	199,800
Capital reserves used for debt servicing	176,100	617,900	1,250,800	2,835,300	3,524,400	3,762,300
Transfer from Utility Operating	658,900	685,200	712,700	741,200	770,800	801,600
Deduct:						
Capital Expenditures	(26,954,700)	(28,462,800)	(58,686,900)	(37,605,900)	(9,312,100)	(7,843,600)
Capital (WIP)	-	-	-	-	-	-
Transfer to Reserves	(9,097,400)	(9,846,600)	(9,539,700)	(10,199,600)	(10,888,100)	(11,614,600)
Debt Servicing	(780,700)	(1,152,600)	(1,704,100)	(3,288,600)	(3,977,700)	(4,215,600)
Total Budget for the Year	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Service Plans

This section provides a summary of each department's plans and performance metrics to ensure the Financial Plan demonstrates operational needs and to guide financial planning decisions.

Administration

The Chief Administrative Officer oversees the overall conduct of the municipality by providing guidance and direction to staff and Council. The office plays a lead role in addressing immediate needs of the organization and community, as well as working towards long-term priorities.

Human Resources and Organizational Development leads and supports the organization in the assurance that the District has a workforce that meets the needs of the organization.

Office of the CAO

- Oversees the overall performance of the municipality in pursuing the District's strategic goals
- Oversees departmental programs; budgets and policy initiatives
- Makes recommendations to Council; ensures Council's directives and strategic priorities are carried out
- Manages significant corporate initiatives

Human Resources & Organizational Development

- Creates a high performing organization that supports staff to achieve the District's strategic and operational goals
- Provides advice and support for staffing, labour relations, employee development, occupational health and safety, disability management, diversity, equity and inclusion, employee wellness, change management and related programs

Accomplishments for 2025

- Hired the District's first safety specialist role
- Continuing to build on safety program for District Employees
- Continued to build on accessibility in the workplace focus

Priorities for 2026

- Strengthening HR organizational effectiveness through continuous improvement efforts

Budget Summary

The Administration net budget for 2026 is increasing by $420,500, or 40.8% from 2025. This increase is funded by the following sources:

- **Property Taxation:** $197,700, increase in property taxes collected from the community.
- **Operating Reserves (Surplus):** $222,800, which comes from surplus funds set aside in previous years.

The budget increase is attributable to:

- Status quo wage and benefit increase $11,600
- Additions from the Work Force Plan, including a new Occupational Health and Safety position, full-year funding for the 0.5 Executive Assistant $139,800
- Supplies and materials for Occupational Health and Safety $12,600
- Increase to Human Resources Recruitment $12,000.
- Other minor increases, materials and supplies $6,700
- Increase to Municipal Insurance premiums of $15,000
- Temporary business analyst, LMGA Student and Summer Student funded through operating reserves (surplus) $222,800

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Sales of Service - Administration	$ 17,000	$ 26,100	$ 20,000	$ 3,000	17.6%
Sales of Service - Licencing	65,500	57,100	62,500	(3,000)	-4.6%
LGMA Student Grant	-	47,000	-	-	0.0%
Total Funding	**82,500**	**130,200**	**82,500**	**$ -**	**0.0%**
Operating Expenses					
General Administration	313,300	338,200	369,200	55,900	17.8%
LGMA Student Program	-	41,200	18,000	18,000	-
Business Analysts	-	-	185,200	185,200	-
Summer Student Program	-	-	17,600	17,600	-
Human Resources	393,700	378,200	412,800	19,100	4.9%
Occupational Health & Safety	39,000	47,400	148,700	109,700	281.3%
Risk Management	168,000	158,200	183,000	15,000	8.9%
Contingency*	200,000	-	200,000	-	0.0%
Total Expenses	**1,114,000**	**963,200**	**1,534,500**	**420,500**	**37.7%**
Net Expenses	**$ 1,031,500**	**$ 833,000**	**$ 1,452,000**	**$ 420,500**	**40.8%**

Funding Sources	
Property Taxation	$ 199,700
Operating Reserves	220,800
	$ 420,500

*2024 Budget amended to match 2025 presentation (Police Service Contingency)

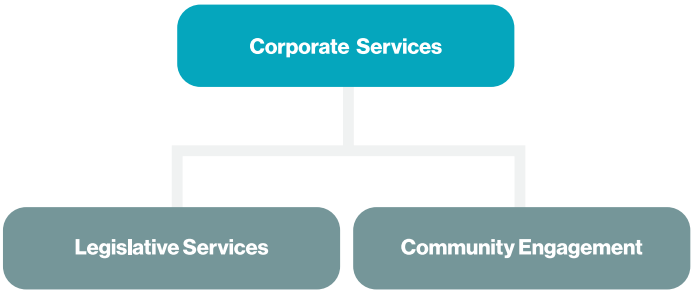
Performance Metrics

Administration	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Strategic Implementation Plan projects in progress or completed	94%	100%	97%	100%

Human Resources & Organizational Development	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Competitions	29	20	30	35
Learning sessions offers (# sessions/ participants)	23/314	22/240	24/338	20/250
Participants Agree or Strongly Agree mandatory training session topics are relevant to their work	81%	85%	97%	85%

Corporate Services

Corporate Services works closely with Council and the public. The department supports the business operation of Council and Committees as well as providing counsel and support on matters including communications and engagement, reconciliation, legal, insurance and access to information.



Legislative Services

- Coordinates Council and Committee agendas, meetings and minutes, as well as elections
- Oversees corporate record management and Freedom of Information and Protection of Privacy
- Enables an open, transparent, inclusive and participatory municipal government
- Leads First Nations relations
- Oversees insurance and legal claims

Community Engagement

- Leads District communications
- Facilitates public engagement and input during planning processes
- Liaison for community groups and volunteers
- Maintains District website, engagement portal and social media account
- Prepares corporate reports
- Plans special events

Accomplishments for 2025

- Significant completion towards the First Nations agreements
- Supported the Civic Redevelopment Project, including multiple education and engagement opportunities
- Community and road safety campaigns

Priorities for 2026

- Adoption and Implementation of a Public Engagement Framework and Customer Service Strategy
- Conduct local election and orientation for Council members
- 75th Anniversary Celebration planning
- Support the Civic Redevelopment Project

Budget Summary

The Corporate Services net budget for 2026 is increasing by $200,100, or 8.0% from 2025. This increase is funded by the following sources:

- **Property Taxation:** $68,400, increase in property taxes collected from the community.
- **Operating Reserves (Surplus):** $131,700, which comes from surplus funds set aside in previous years.

The budget increase is attributable to:

- Status quo wage and benefit decrease ($5,700)
- A net decrease in other expenses totaling ($5,400)
- Greater Victoria Public Library requisition increase of $79,500, or 7.1%
- Elections funded through operating reserves (surplus) $131,700

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Expenses					
Council and Committees	$ 411,100	$ 381,600	$ 411,000	$ (100)	0.0%
Election	-	-	131,700	131,700	100.0%
Corporate Services	534,800	495,700	514,400	(20,400)	-3.8%
Community Engagement	321,000	276,500	330,400	9,400	2.9%
Community Service Contracts	103,500	138,500	103,500	-	0.0%
Library	1,121,000	1,211,000	1,200,500	79,500	7.1%
Total Expenses	**2,491,400**	**2,503,300**	**2,691,500**	**200,100**	**8.0%**
Net Expenses	**$ 2,491,400**	**$ 2,503,300**	**$ 2,691,500**	**$ 200,100**	**8.0%**
Funding Sources					
Property Taxation				68,400	
Operating Reserves				131,700	
				$200,100	

Performance Metrics

Corporate Services	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Council, committee, commission and task force meetings	58	55	55	55
Freedom of information requests	13	15	22	20
Insurance incidents processed	7	10	14	10
FOI requests processed in 30 days	85%	100%	95%	100%

Community Services	2024 Actual	2025 Plan	2025 Actual	2026 Plan
# of sessions on CentralSaanich.ca	180,303	185,000	354,187	400,000
LetsTalkCentralSaanich.ca page views	12,000	15,000	15,576	15,000
Engagement projects	5	6	6	6
Corporate reports prepared on time	100%	100%	100%	100%

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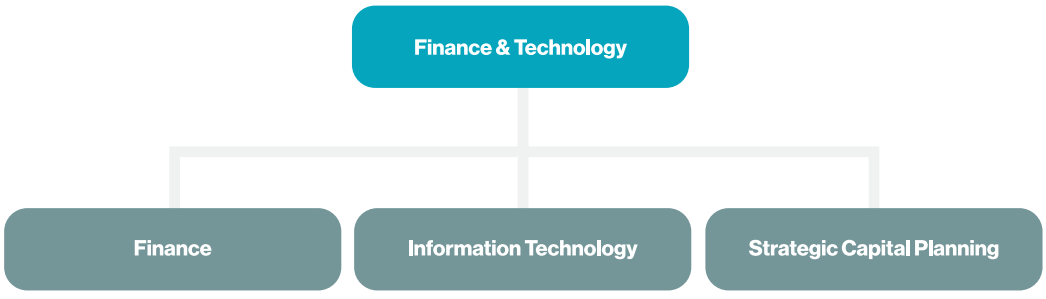
Finance & Technology

The Finance & Technology Department provides financial support services and is responsible for the overall financial management of the municipality, payroll and benefits support and the purchase of all goods and services. Information Technology manages District technology, provides specialized support for Police and Fire, and upgrades core software products. Strategic Capital Planning supports the long-term financial and asset management planning and budgeting to ensure efficient and cost-effective management of assets.



Finance

- Accounting audit and budgeting of over $35 million in annual expenses and revenues
- Coordinates payroll
- Processes accounts payable
- Billing and collection of all revenues

Information Technology

- Manages District computer, phone and technology services
- Maintains a geographically dispersed voice and data network system
- Provides specialized support for Police and Fire Services
- Ensures network and internet security
- Operates helpdesk service for staff assistance
- Maintains and upgrades core software products

Strategic Capital Planning

- Long-term financial strategy and asset management planning
- Capital budget and planning
- Reserve and investment management
- Real estate, land acquisition and infrastructure management

Accomplishments for 2025

- GFOA 2025 Budget Award
- Audit Completion and Clean Audit
- Teams roll out across District and Police

Priorities for 2026

- GFOA 2026 Budget Award
- Audit Completion and Clean Audit
- Baseline review of IT services for long term planning

Finance

Budget Summary

The net budget for Finance is an increase of $15,100, or 1.3% over 2025 This increase is funded by the following sources:

- **Property Taxation:** $100, increase in property taxes collected from the community.
- **Operating Reserves (Surplus):** $15,000, which comes from surplus funds set aside in previous years.

The budget increase is attributable to:

- Status quo wage and benefit decrease ($101,900) due to the Deputy Director position, with the new Work Force Plan position ($137,300) moved to facilities capital reserve funding.
- Other miscellaneous expenses increase of $2,000
- Contracted services increase $15,000, funded through surplus.
- Increase in Interest on Deposits and Prepaid Taxes of $100,000 offset by interest income.

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Expenses					
Finance General	$ 1,154,500	$ 1,207,400	$ 1,169,600	$ 15,100	1.3%
Total Expenses	**1,154,500**	**1,207,400**	**1,169,600**	**15,100**	**1.3%**
Net Expenses	**$ 1,154,500**	**$ 1,207,400**	**$ 1,169,600**	**$ 15,100**	**1.3%**
Funding Sources					
Property Taxation				100	
Operating Reserves				15,000	
				$ 15,100	

Performance Metrics

Finance	2024 Actual	2025 Actual	2026 Plan
Cash receipting and banking: Transactions Processed	34,696	34,850	35,000
Licensing: Dog and Business Licences Issued	2,487	2,425	2,700
Property taxation: Tax Notices Issued	7,328	7,349	7,500
Utility billing: Bills Issued	14,527	14,469	14,700
Accounts payable/receivable: Invoices/PAPs Processed	6,367	6,305	6,500
Accounts payable/receivable: Credit Card Transactions	1,700	1,791	2,000
Payables/receivables processed (30 days)	Achieved	Achieved	Achieved
Payables/receivables processed	Achieved	Achieved	Achieved
Five Year Plan prepared on time	Achieved	Achieved	Achieved
Financial Statement Audit on time	Achieved	Achieved	Achieved
Budget & Financial Statement Awards	Achieved	Achieved	Achieved
User fees reviewed/updated	Achieved	Achieved	Achieved
Plans/Policy/Bylaw reports completed	1	1	2

Technology

Budget Summary

The net budget for Technology is an increase of $75,200, or 7.4% over 2025. This increase is funded by the following sources:

- **Property Taxation:** $75,200, increase in property taxes collected from the community.

The budget increase attributable:

- Status quo wage and benefit increase $31,400
- Increase in hardware and software licensing $39,800
- Other minor increases $4,000

Operating Budget

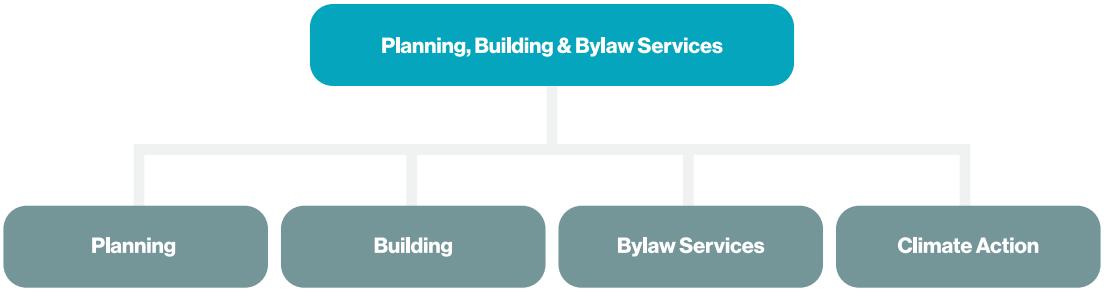
	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Expenses					
IT General and Geographic Information Services	$ 1,020,100	$ 943,200	$ 1,095,300	$ 75,200	7.4%
Total Expenses	**1,020,100**	**943,200**	**1,095,300**	**75,200**	**7.4%**
Net Expenses	**$ 1,020,100**	**$ 943,200**	**$ 1,095,300**	**$ 75,200**	**7.4%**

Performance Metrics

Technology	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Helpdesk requests	968	800	987	900
Security update hours committed	400	400	400	400
Project hours committed	200	200	200	200
Network Connected - 99.9% Uptime	No	Planned	Achieved	Planned
Helpdesk: Requests in 5 business days	Achieved	Planned	Achieved	Planned
Helpdesk: Urgent resolutions in 4 hrs	Achieved	Planned	Achieved	Planned
Hours of Police Service support	500	500	500	500

Planning, Building & Bylaw Services

The Planning, Building & Bylaw Services Department includes Community and Current Planning, Building Inspections, Bylaw Services, and Climate Action. Services provided include administration of the Official Community Plan policies and municipal Zoning Bylaw, processing development and subdivision applications, regulating building construction, ensuring bylaw compliance, issuing business licences, planning for future development, and leading the District's climate action initiatives.



Planning

- Administers the Official Community Plan policies and municipal Zoning Bylaw
- Oversees long-range community planning and corporate strategic projects to manage growth in the community
- Processes development and subdivision applications, and planning for future development

Building

- Regulates building construction and administers the BC Building Code and District Building Bylaw
- Monitors construction relating to Building, Plumbing, Business Licence and Sign Permit applications
- Updates bylaws and procedures related to building construction

Bylaw Services

- Helps maintain a healthy and safe environment in the municipality
- Investigates and enforces municipal bylaws with a focus on voluntary compliance
- Coordinates the business licence program, providing assistance and guidance to the business community

Climate Action

- Identifies ways to reduce corporate and community greenhouse gas emissions to meet corporate and community targets, and increase climate resilience via adaptation measures
- Oversees and implements actions from the Climate Leadership Plan
- Leads climate adaptation initiatives compliance

Accomplishments for 2025

- Substantial work on Comprehensive Zoning Bylaw update, including community engagement.
- Created a Natural Assets Inventory and Tree Canopy Study
- Provincial Housing implementation, including Housing Targets reports

Priorities for 2026

- Complete the Zoning Bylaw review
- Complete update to Development Permit Guidelines.
- Implement the Natural Assets Inventory and Tree Canopy Study

Budget Summary

The net budget for Planning and Building Services is an increase of $294,100, or 29.0% over 2025. This increase is funded by the following sources:

- **Property Taxation:** $151,600; increase in property taxes collected from the community.
- **Operating Reserves (Surplus):** $142,500, which comes from surplus funds set aside in previous years.

The budget increase is attributable to:

- Wage and benefit increases, including full-year implementation of the Building Manager position, $86,100.
- An increase of $23,700 in the CRD Animal Control contract to reflect new contract activities.
- Reduction to other minor expenses of ($1,500).
- The Project Manager position, with a funding allocation of $128,300 from operating reserves (surplus), was transferred from project reporting to department-level reporting for enhanced clarity.
- $14,200 increase for Climate Action Funding (surplus).
- Decrease in permits and fee revenue of $43,000 based on 5-year average.

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Development and Subdivision Fees	$ 128,100	$ 92,000	$114,800	$ (13,300)	-10.4%
Building and Plumbing Permits	810,000	804,800	780,000	(30,000)	-3.7%
Total Funding	**938,100**	**896,800**	**894,800**	**(43,300)**	**-4.6%**
Operating Expenses					
Planning Administration	900,100	865,900	1,071,100	171,000	19.0%
Climate Leadership	294,000	269,700	312,300	18,300	6.2%
Building Inspection	536,400	498,900	568,400	32,000	6.0%
Bylaw Enforcement	202,600	197,500	232,200	29,600	14.6%
Boards & Commissions	6,000	-	6,000	-	0.0%
Fleet	12,000	10,100	11,900	(100)	-0.8%
Total Expenses	**1,951,100**	**1,842,100**	**2,201,900**	**250,800**	**12.9%**
Net Expenses	**$ 1,013,000**	**$945,300**	**$ 1,307,100**	**$ 294,100**	**29.0%**
Funding Sources					
Property Taxation				$ 151,600	
Operating Reserves				142,500	
				$ 294,100	

Performance Metrics

Planning	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Planning applications received	40	46	39	35
Subdivison applications received	7	7	7	7
Zoning bylaw amendments - 150 days to meeting	60%	90%	25%	90%
Delegated development permits	36%	90%	33%	90%
Subdivisions processed/completed*	0%	90%	43%	90%

Building and Bylaw	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Building permits issued	119	139	116	110
Building inspections	1,102	1,100	1,253	1,100
Bylaw inspections	376	450	361	375
Bylaw complaints (high priority) investigated in 5 days	95%	90%	100%	90%
Enforcement - Volunteer compliance files/rate per year	85%	85%	72%	80%
Business licence decision in 20 days	82%	85%	93%	90%
Building permit initial response: Residential - 10 days	91%	90%	59%	80%
Building permits initial response: Commercial - 20 days	93%	90%	100%	90%

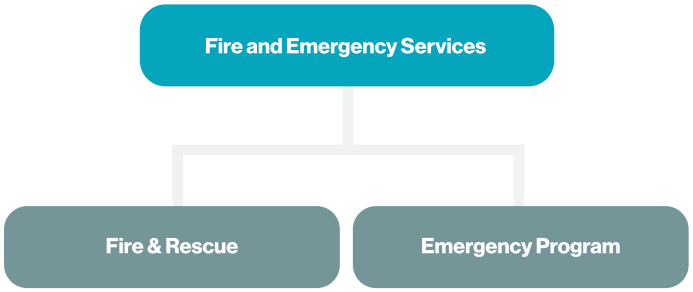
Climate Action	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Public trees planted	330	13	13	11
Electric vehicle chargers (property of DCS)	18	18	18	21
Fossil fuel heating systems replaced with electric heat pumps	31	~20	*	15
% of EV vehicles in Central Saanich*	4%	~4.5%	**	~5%
% of bus stops that include a shelter	25%	25%	27%	28%
% community roads that have on street bikeways	25%	26%	28%	29%
% of community roads with sidewalk facilities	23%	24%	25%	26%

*Data to come from Clean BC for 2025.
**Statistics for 2025 comes out in June 2026.

Fire and Emergency Services

The Central Saanich Fire Department provides the community with Fire and Life Safety Education, Fire Prevention Programs, Hazardous Material Response, First Responder Medical Aid, and Emergency Fire and Rescue Response along with Confined Space Rescue Service. These services are also provided under a servicing agreement to both W̱JOŁEŁP (Tsartlip) and SȾÁUTW̱ (Tsawout) First Nations Lands.

The Department consists of the Fire Chief, Deputy Fire Chief, a part time administrative assistant, 7.6 career firefighters, 1 inspector and 40 Paid on Call Firefighters. The Fire Department is also responsible for managing the Central Saanich Emergency Program consisting of an Emergency Program Manager and a grant-funded FireSmart Coordinator.



Fire & Rescue

- Emergency fire and rescue response
- First-responder medical aid
- Hazardous material response
- Public education and fire prevention programs

Emergency Program

- Ensures continuity in government
- Provides a plan for preserving life and property
- Coordinates response from elected officials, municipal departments, volunteer services and outside agencies
- Public education and preparedness

Accomplishments for 2025

- Updated and added new bylaws to reflect changes in the new Fire Safety Act
- Addressing Project Completion for W̱JOŁEŁP (Tsartlip) and SȾÁUTW̱ (Tsawout)
- Updated Emergency Response Plan
- Performed large-scale, multi-agency FireSmart/Emergency Operation Center exercise
- Integrated a new fire inspector position and two 0.8 firefighter positions
- Addressing & GIS Mapping Project Completion for W̱JOŁEŁP (Tsartlip) and SȾÁUTW̱ (Tsawout)

Priorities for 2026

- Full-service review of all Fire Department and Emergency Program operations
- Develop a risk-based inspection program to comply with the new Fire Safety Act
- Improve wildfire response with the upgrade of the Sprinkler Protection Unit and addition of a new mini-pumper brush apparatus
- Service review for Peninsula Emergency Measures Organization (PEMO)
- Yard waste disposal research
- Regional Indigenous engagement

Budget Summary

The net budget for Fire Services is an increase of $329,200, or 12.7% over 2025. This increase is funded by the following sources:

- **Property Taxation:** $162,300; increase in property taxes collected from the community.
- **Operating Reserves (Surplus):** $166,900, which comes from surplus funds set aside in previous years.

The increase is attributable to:

- Status quo wage and benefit increases, $26,000, including full time temporary implementation administrative support position.
- A decrease in Paid on Call costs totaling $174,000 is offset by an increase of $201,800 to fully implement two 0.8 FTE career fire employees; resulting in a net increasing of $27,800.
- Full-year implementation of Work Force Plan with cost increases from a new Fire Inspections role $127,200.
- Increase in fleet costs including transition of non-productive labour costs from Engineering Administration, $23,300.
- Increase in utilities and other expenses, $16,700
- Minor increase in emergency programs $7,600
- Minor increase to Dispatch for increase call volumes $4,900
- The Fire Smart Employee position was shifted from project to department reporting and is funded by operating surplus $138,400.
- Increase in First Nations Fire Service Contract revenue, ($48,700), offset by a minor decrease to other revenues of $6,000

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Donations - Fire	$ 7,000	$ 17,400	$ 6,000	$ (1,000)	-14.3%
Hazmat Agreement	5,000	13,900	-	(5,000)	-100.0%
First Nations Fire Service Agreement	365,300	365,300	414,000	48,700	13.3%
Total Funding	**377,300**	**396,600**	**420,000**	**42,700**	**11.3%**
Operating Expenses					
Fire Administration	747,000	899,500	932,900	185,900	24.9%
Fire Fighting Force (Paid on Call)	691,100	784,200	514,700	(176,400)	-25.5%
Fire Fighters (Career)	1,249,000	1,390,200	1,579,800	330,800	26.5%
Fleet	112,600	139,200	135,900	23,300	20.7%
Emergency Measures	161,900	160,100	170,200	8,300	5.1%
Total Expenses	**2,961,600**	**3,373,200**	**3,333,500**	**371,900**	**12.6%**
Net Expenses	**$ 2,584,300**	**$2,976,600**	**$ 2,913,500**	**$ 329,200**	**12.7%**
Funding Sources					
Property Taxation				$ 162,300	
Operating Reserves				166,900	
				$ 329,200	

Performance Metrics

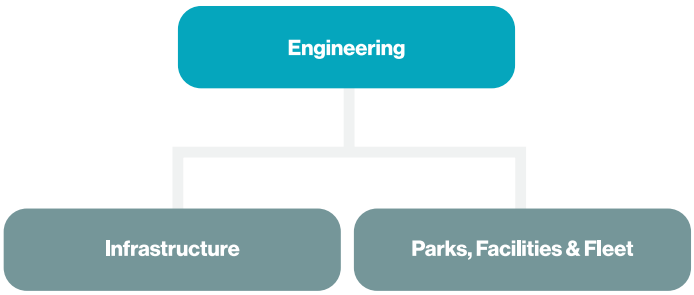
Fire Department	2024 Actual	2025 Actual
Alarms - Non Fire	189	165
Burning Complaints	44	50
Fires	63	75
Hazardous Conditions	57	10
Public Calls for Service	168	90
Medical	944	1,063
Rescue	81	82
Auto-aid/Mutual-aid		33
Total calls	**1,546**	**1,568**
Firefighting Roster Force	41	45
Emergency incident response time: 10 mins or less (80% of the time)	95%	95%
Total BC Assessed Value Saved	7.7M	11.6 M

Emergency Program	2024 Actual	2025 Actual
Fire related events	14	3
Other Hazards (i.e., heat, evacuation, flooding)	4 flood, 1 gas	3 cold weather, 2 flood, 2 gas, 2 PW events, 1 marine electrical, 2 ESS call outs
Emergency Operations Centre staff hours	287	
Emergency Preparedness Presentations / Attendees	11 / 312	17 / 333
FireSmart Presentation / Attendees	7 / 280	6 / 350
Emergency Preparedness & FireSmart Displays at Community Events	19	24

Engineering

Engineering is responsible for all municipal infrastructure. The District's infrastructure includes:

- **133** kilometres of paved roads
- **470** Street Lights
- **80** traffic islands
- **83** kilometres of storm sewers
- **120** kilometres of drainage ditches
- **100** kilometres of sanitary sewers, sewage pumps and lift stations
- **130** kilometres of water main, pressure-reducing valves and booster pumps
- **46** municipal buildings
- **39** parks, playgrounds and open spaces
- **28** beach accesses covering over **81** hectares



Infrastructure (Roads, Drainage, Water & Sewer)

- Operates and maintains the water, sewer, roads, and drainage systems
- Designs and implements all infrastructure and transportation systems and processes
- Approves all subdivision developments and inspects all works installed by private developers that become municipal property (e.g., roads, sidewalks, traffic control measures, drainage, sanitary sewers, water mains)
- Issues soil deposit and removal permits, tree cutting permits in areas susceptible to soil erosion, driveway access permits and permits to work within municipal road allowance

Parks, Facilities & Fleet

- Operates and maintains 40 Community, Neighborhood and Passive Parks, trails, playgrounds, naturalized green spaces and 28 public beach accesses
- Maintains Municipal buildings, Parks & Recreation facilities, Heritage buildings, and External Users facilities
- Manages District fleet including Police and Fire vehicles

Accomplishments for 2025

- Implement Phase 1 of the speed reduction program
- Replacement of a critical, large diameter culvert on Hagan

Priorities for 2026

- Update the Engineering Standards
- Assess the Martindale and Maber Flats drainage

Budget Summary

The net budget for Engineering Services is an increase of $63,300, or 4.2% over 2025. This increase is funded by the following sources:

- **Property Taxation:** $10,600; increase in property taxes collected from the community.
- **Operating Reserves (Surplus):** $52,700, which comes from surplus funds set aside in previous years.

The budget increase is attributable to:

- The transition of the Project Coordinator position to Facilities, funded by Capital Reserves, results in a reduction of wages and benefits totaling $53,600.
- An increase of $70,300 is allocated for the new workforce plan position for the Summer Student Program; 1 taxation, 3 Surplus.
- Additional minor increases amount to $1,600.
- Engineering fee Revenue: reflect a slight decrease of $45,000 due to a decline in Fortis and Subdivision fees.

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Engineering Fees	$ 182,000	$ 132,900	$ 137,000	$ (45,000)	-24.7%
Total Funding	**182,000**	**132,900**	**137,000**	**(45,000)**	**-24.7%**
Operating Expenses					
Engineering Administration	789,300	628,700	708,100	(81,200)	-10.3%
Summer Student Program	-	-	70,300	70,300	
Yard Administration	847,300	953,500	878,500	31,200	3.7%
Other General Gov't Services	44,100	39,300	42,100	(2,000)	-4.5%
Fleet	10,100	11,900	10,100	-	0.0%
Total Expenses	**1,690,800**	**1,633,400**	**1,709,100**	**18,300**	**1.1%**
Net Expenses	**$ 1,508,800**	**$ 1,500,500**	**$ 1,572,100**	**$ 63,300**	**4.2%**
Funding Sources					
Property Taxation				$ 10,600	
Operating Reserves				52,700	
				$ 63,300	

Performance Metrics

Engineering	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Subdivision application reviews/hrs	24/600	15/200	14/200	15/200
Value of capital expenditures	11,863,824	23,565,700	4,630,000	17,785,000
Capital projects/hrs	25/1600	21/2500	14/2500	21/3000
Application timelines	75	75	65	75

Municipal Yard

Budget Summary

The net budget for Municipal Yard is an increase of $93,600, or 5.0% over 2025. This increase is funded by one main source:

- **Property Taxation:** $93,600; increase in property taxes collected from the community.

The budget increase is attributable to:

- Status quo wage and benefit increases, $63,700
- Increase in fleet costs including transition of non-productive labor costs from Engineering Administration, $24,800
- Roads and drains increase of $4,100
- Increase in Traffic Signal consultation of $1000

Accomplishments for 2025

- Continued redevelopment planning of the Municipal Yard
- Modernized Occupational Health & Safety standards

Priorities for 2026

- Update Confined Space Entry procedures and alternative measures
- Commence site works to work with surrounding grades and Municipal Yard redevelopment

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Directional Sign Fees	$ 4,800	$ 5,400	$ 4,800	$ -	0.0%
Pest Control recoveries	28,000	26,800	28,000	-	0.0%
Total Funding	**32,800**	**32,200**	**32,800**	**-**	**0.0%**
Operating Expenses					
Roads and Drainage	1,475,600	1,411,100	1,543,400	67,800	4.6%
Summer Student Program	-	129,100	-	-	-
Snow	35,000	25,000	35,000	-	0.0%
Street Lighting and Signals	80,000	42,300	81,000	1,000	1.3%
Pest Control	67,000	55,800	67,000	-	0.0%
Fleet	260,900	302,200	285,700	24,800	9.5%
Total Expenses	**1,918,500**	**1,965,500**	**2,012,100**	**93,600**	**4.9%**
Net Expenses	**$ 1,885,700**	**$ 1,933,300**	**$ 1,979,300**	**$ 93,600**	**5.0%**

Parks

Budget Summary

The net budget for Parks is an increase of $34,000, or 2.3% over 2025. This increase is funded by the following sources:

- **Property Taxation:** $34,000; increase in property taxes collected from the community.

The increase is attributable to:

- Status quo wage and benefit increases, $38,000
- Increase in fleet costs including transition of non-productive labour costs from Engineering Administration, $800
- Minor decrease in other expenses totaling $200
- Increase to facilities rental revenues ($5,000)

Accomplishments for 2025

- Facilitate the CRD completing the Multi-sport Box in Centennial Park
- Installed community information boards at Centennial Park and HEL,HILE₡

Priorities for 2026

- Produce a sustainable Parks and Trails implementation Plan
- Commence accessibility upgrades at Centennial Park

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Facility Rentals	$ 18,000	$ 22,300	$ 23,000	$ 5,000	27.8%
Total Funding	**18,000**	**22,300**	**23,000**	**5,000**	**27.8%**
Operating Expenses					
Parks, Trails, and Grounds Maintenance	1,364,400	1,265,600	1,402,600	38,200	12.8%
Fleet	144,900	137,200	145,700	800	0.6%
Total Expenses	**1,509,300**	**1,402,800**	**1,548,300**	**39,000**	**2.6%**
Net Expenses	**$ 1,491,300**	**$ 1,380,500**	**$ 1,525,300**	**$ 34,000**	**2.3%**

Facilities

Budget Summary

The net budget for Facilities is an increase of $64,400, or 12.0% over 2025. This increase is funded by the following sources:

- **Property Taxation:** $64,400; increase in property taxes collected from the community.

The increase is attributable to:

- Status quo wage and benefit increases, $6,900
- Increase to Custodial across all facilities as a result of the full implementation of contracted services and consulting fees, $40,000
- Increase to Fire Hall Station #1 maintenance and consulting, $16,800
- Minor decrease in other expenses totaling $9,100 to maintain service levels.
- Decrease in revenues of $9,800 in facilities rentals.

Accomplishments for 2025

- Led installation of new community signs
- Completed substantial building maintenance and roof projects

Priorities for 2026

- Replace the storage shed at Centennial Park

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
GVPL & PRC Rentals	$ 34,300	$ 31,200	$ 34,300	$ -	0.0%
Caretaker Facility Rentals	45,000	48,600	35,200	(9,800)	-21.8%
Total Funding	**79,300**	**79,800**	**69,500**	**(9,800)**	**0.0%**
Operating Expenses					
Facilities and Building Maintenance	607,700	738,200	662,800	55,100	9.1%
Fleet	7,000	5,300	6,500	(500)	-7.1%
Total Expenses	**614,700**	**743,500**	**669,300**	**54,600**	**8.9%**
Net Expenses	**$ 535,400**	**$ 663,700**	**$ 599,800**	**$ 64,400**	**12.0%**

Performance Metrics

Public Works	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Road sweeping hours	734	700	720	700
Road patching hours	900	900	940	900
Sightlines and vegetation control hrs	800	800	850	800
Winter road maintenance events	1	1	1	1
Tree inquiries (public)	13	5	8	5
Ditch and culvert maintenance hrs	700	700	650	700
Facility maintenance requests	698	600	626	600
Hours park amenities booked	17,735	17,000		10,000
Vehicle/Equipment inspection schedule	55%	65%	70%	65%
Playground inspections	100%	100%	100%	100%
Sidewalk inspections	60%	60%	70%	60%

Water Utility

The District's water supply system is part of the Saanich Peninsula Water System which receives its water supply from the Capital Regional District Integrated Water System. The District's water system network consists of approximately 125 km of water mains.

The system also includes 4,200 metered services and 480 hydrants. It is maintained by the Municipal Yard and is self-financed from water charges and fees on a user-pay basis. Water service is provided to both the W̱JOŁEŁP (Tsartlip) and SȾÁUTW̱ (Tsawout) First Nations via service agreements. The Utility provides safe drinking water for domestic, commercial, agricultural and emergency use and meets applicable firefighting standards, health standards and the *Drinking Water Protection Act*.

Accomplishments for 2025

- Complete construction of the watermain replacement on Wallace Drive

Priorities for 2026

- Complete construction of the East Saanich and Central Saanich watermain replacements
- Complete the Water Master Plan

Budget Summary

The 2026 budget balances $7.6 million in revenue and expenses. Water rates will increase by 6.08%, making the price $2.214 per cubic meter, along with a fixed annual fee of $141, calculated using the 2025 usage data. For an average household that consumes 244 cubic meters, this means the yearly water bill will reach $680, which is $39 more than it was in 2025. Operating expenses include status quo wage and benefit increases, and a CRD bulk water rate increase of 8.10%.

The First Nations water supply is projected to transition to the Capital Regional District (CRD) in 2026; however, corresponding adjustments are not reflected in the Draft Financial Plan. Upon transition, First Nations will have the opportunity to purchase water directly at the regional bulk water rate, which is lower than the District's retail rate. Approximately 18% of the District's total water consumption will be excluded from sales and bulk water costs calculations, and the differential will be remitted to the District as a conveyance fee by the CRD. The capital component related to transfers to reserves will shift to District water rate payers. Amendments to the water budget and rates will be implemented once an official transition date has been established.

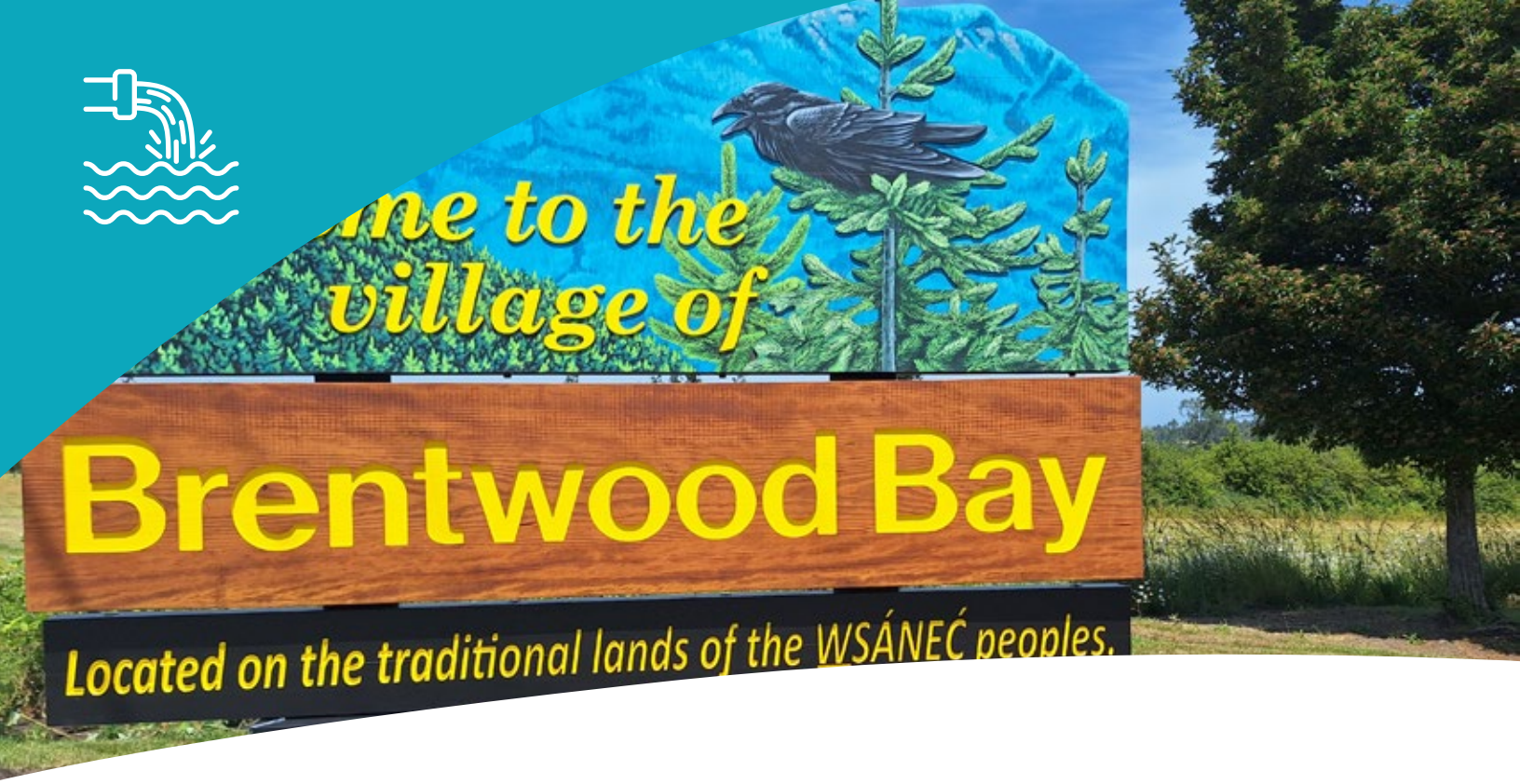
Reserve transfers have increased by $50,000, reaching a total of $1,100,000. This change comes after the District updated its 2021 Asset Management Plan and adjusted the reserve funding strategy for future water infrastructure projects. The sewer utility now faces annual rate increases, as it needs additional funding to replace assets over the next 10–20 years. The water fund is projected to be lower than required, and corrective action will need to be taken to reach the necessary asset replacement funding levels by 2032.

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Water Sales and Connections	$ 6,996,100	$ 7,016,500	$ 7,541,700	$ 545,600	7.8%
Investment Income	135,000	135,000	120,000	(15,000)	-11.1%
Total Funding	**7,131,100**	**7,151,500**	**7,661,700**	**530,600**	**7.4%**
Operating Expenses					
Administration	606,300	624,900	557,800	(48,500)	-8.0%
Maintenance	676,800	611,400	831,900	155,100	22.9%
Bulk Water Purchases	4,656,000	4,656,200	5,029,400	373,400	8.0%
3rd Party Connections	44,200	13,900	43,900	(300)	-0.7%
Fleet	97,800	85,100	98,700	900	0.9%
Total Expenses	**6,081,100**	**5,991,500**	**6,561,700**	**480,600**	**7.9%**
Transfer to Reserves	1,050,000	1,160,000	1,100,000	50,000	4.8%
Net Expenses	**$ 7,131,100**	**$ 7,151,500**	**$ 7,661,700**	**$ 530,600**	**7.4%**

Performance Metrics

Water Utility	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Water mains kilometers flushed	140	140	138	140
Water service installations	19	10	9	10
Hydrant installations	6	5	3	5
Hydrants serviced - Class 'A and B'	250	250	267	250
Water quality non-compliance events	0	0	0	0
Meter reading on time	100%	100%	100%	100%
Hydrant valve exercising	100%	100%	100%	100%
Hydrant tear downs (33%/year)	Achieved	33%	Achieved	33%
Service connection breaks	51	20	69	30



Sewer Utility

Sewer Utility operates a sanitary only sewer collection system in four core areas (Brentwood Bay, Saanichton, Keating Ridge and Turgoose Point) that consists of approximately 89 kilometres of gravity sewers, 5 kilometres of force mains, 3.9 kilometres of siphons and 15 lift stations. There are approximately 3,800 household and business connections and 2,800 manholes. The system is maintained by the Municipal Yard Department and is self-financed from sewer charges on a user pay basis.

The system is interconnected with W̱JOŁEŁP (Tsartlip) First Nation and two Capital Regional District lift stations. The STÁUTW̱ (Tsawout) First Nation operates its own system and is not connected to the District's network.

Effluent is transferred through the system to a Peninsula Unified Treatment plant operated by the Capital Regional District located in North Saanich. The cost of operating the treatment system is shared by the Peninsula municipalities and recovered by a property tax levy charged to all Central Saanich taxpayers.

Accomplishments for 2025

- Commence second stage of the Brentwood Bay Sewer project

Priorities for 2026

- Complete the Brentwood Bay Sewer project
- Complete the Sewer Master Plan

Budget Summary

The Sewer Utility's five-year Financial Plan includes yearly increases in sewer user rates to cover both operating expenses and growing asset replacement funding. In 2026, this means a $29 increase—7.20% more—for the median residential property rate, bringing the annual total to $432. Operating costs stayed steady, except for typical wage and benefit changes. Reserve transfers will rise by $151,000, moving from $1,365,000 in 2025 up to $1,516,000 in 2026.

These changes follow the District's 2021 Asset Management Plan update and demonstrate dedication to strengthening reserve funds for future sewer infrastructure replacements. The strategy now prioritizes annual rate increases for the sewer utility, which needs more asset replacement funding than the water utility because of planned allocations and expected infrastructure upgrades over the next ten to twenty years. The sewer fund is projected to be lower than required, and corrective action will need to be taken to reach the necessary asset replacement funding levels by 2032.

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Sale of Service	$ 2,394,000	$ 2,543,900	$ 2,613,100	$ 219,100	9.2%
Investment Income	130,000	200,000	100,000	(30,000)	-23.1%
Total Funding	**2,524,000**	**2,743,900**	**2,713,100**	**189,100**	**7.5%**
Operating Expenses					
Sewer Administration	320,300	353,500	268,400	(51,900)	-16.2%
Maintenance	731,100	604,300	828,800	97,700	13.4%
Lift Stations	73,900	38,700	66,700	(7,200)	-9.7%
Fleet	33,700	28,800	33,200	(500)	-1.5%
Total Expenses	**1,159,000**	**1,025,300**	**1,197,100**	**38,100**	**3.3%**
Capital reserves used for debt	(63,600)	(70,300)	(310,400)	(246,800)	-
Debt Servicing	63,600	70,300	310,400	246,800	-
Transfer to reserves	1,365,000	1,718,600	1,516,000	151,000	11.1%
Net Expenses	**$ 2,524,000**	**$ 2,743,900**	**$ 2,713,100**	**$ 189,100**	**7.5%**

Performance Metrics

Sewer Utility	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Meters Cleaned	6,000	6,000	6,000	6,000
Meters video condition assessed	0	7,000	6,000	7,000
Breaks Repaired	10	5	2	5
Sewer stations flushing	266	250	266	250
Pump inspections/maintenance	1,000	1,000	1,000	1,000
Manhole inspections/ maintenance	125	100	82	100
Sewer service installations	5	5	1	5
Odour complaints	3	0	1	0
Sewer blockage	10	6	4	5

Police Service

The Central Saanich Police Service, through its governing Police Board, consists of 28 sworn police officers (includes seconded officers to integrated teams) supported by seven civilian staff, two volunteer reserve Constables and several volunteers. They provide a professional level of service through locally based uniform policing and integrated specialized units.

The Central Saanich Police Board is composed of eight members who provide independent civilian oversight and governance for the Central Saanich Police Service. The Board currently consists of one member recommended by the municipal council, a Council representative and six members of the community, appointed by the Lieutenant Governor in Council.

Police Service

- Uniformed patrol
- General investigative services
- Community engagement and schools
- Traffic safety

Police Board

The Police Board includes:
Rene Johansson (Chair),
Sarah Riddell (Council appointee),
Jim Rondeau, Mike McKay ,
Diane Hollinshead, Jordan Marin,
Blair Fisher and Mark Kaercher.

Accomplishments for 2025

- Secured a significant Provincial grant to support initiatives aimed at reducing gun and gang violence within the community
- Oversaw the successful recruitment of three new police cadets and one experienced police officer
- Provided leadership in establishing a regional child exploitation investigative team
- Implemented a redesigned crest incorporating local Indigenous artwork

Priorities for 2026

- Welcoming of a new Deputy Chief Constable
- Initiation of a comprehensive refresh of departmental operational and administrative policies
- Implementation of several new digital tools including HealthIM and Next Generation 9-1-1 in collaboration with regional partners
- Continual enhancement of processes related to digital evidence management and supporting software systems

Budget Summary

The net budget for Police is an increase of $388,500, or 5.6% over 2025. This increase is funded by the following sources:

- **Property Taxation:** $388,500; increase in property taxes collected from the community.

The increase is attributable to:

- Status quo wage and benefit increases, $220,600
- Increase to existing casual labour hours, $40,000
- Decrease in Police Major Crime Contingency Funding, ($150,000)
- Increase in ECOMM Dispatch Services, $82,500
- Increase in Victoria Integrated Unit budgets, $78,800, offset by savings from withdrawal from three units in 2025.
- Fleet and Police Patrol Boat cost increase, $37,200
- Consulting and other contracted services, increase, $29,000
- Legal, Board and Governance increase, $41,000
- Operational Contingency decrease, ($25,000)
- Other minor increase, $4,100
- Minor increase in revenues for secondments and grants, $4,300
- An increase in transfer to capital replacement reserves of $37,000

Capital Requests

Sale of Vehicles Purchases	$120,000
Technology Equipment	110,000
Equipment Contingency	75,000
Total	**$305,000**

Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %
Operating Revenue					
Sale of Service	$ 16,200	$ 15,999	$ 14,200	$ (2,000)	-12.3%
Small-Community Protection Grant	163,000	166,400	164,000	1,000	0.6%
Traffic Fine Revenue Sharing Grant	173,000	161,000	173,000	-	0.0%
G&GVAF Provincial Grant	250,000	250,000	-	(250,000)	0.0%
Secondment Remuneration	878,200	1,022,246	1,114,100	235,900	26.9%
Other Revenue	211,600	425,643	217,700	6,100	-
Total Funding	**1,692,000**	**2,041,288**	**1,683,000**	**(9,000)**	**-0.5%**
Operating Expenses					
Police Board	11,000	12,685	52,000	41,000	372.7%
General Administration (Police)	1,773,900	1,909,693	1,946,800	172,900	9.7%
Integrated and Contract Services	890,900	889,197	1,000,300	109,400	12.3%
Patrol	3,402,900	3,625,739	3,429,700	26,800	0.8%
Detectives	391,100	400,111	409,900	18,800	4.8%
Traffic and Community Engagement	696,000	706,658	668,400	(27,600)	-4.0%
Detention and Custody	18,500	23,645	20,500	2,000	10.8%
Fleet	145,200	116,917	182,400	37,200	25.6%
Secondment Expenses	878,200	1,022,246	1,114,100	235,900	26.9%
Operations Contingency*	250,000	-	125,000	(125,000)	100.0%
Total Expenses	**8,457,700**	**8,706,891**	**8,949,100**	**491,400**	**5.8%**
Strategic Projects	240,000	160,000	61,300	(178,700)	100.0%
Transfers from Reserves	(290,000)	-	(210,200)	79,800	100.0%
Transfer to reserves-Vehicles & Equip	174,000	224,663	161,000	(13,000)	-7.5%
Net Expenses	**$ 6,889,700**	**$ 6,890,266**	**$ 7,278,200**	**$ 388,500**	**5.6%**

*2024 Budget amended to match 2025 presentation

Performance Metrics

Police	2024 Actual	2025 Plan	2025 Actual	2026 Plan
Crimes against Persons	90		171	
Property crime	284		339	
Traffic*	3,208		2,951	
Other**	2,361		2,676	
Total files	**3,815**		**4,066**	

*Such as impaired drivers, collisions, and tickets.
**Such as domestic disputes – no assault, harassment, weapons offences, drug trafficking, disturbance, mental health, liquor related, missing persons, false alarms, assist general public, fire, ambulance, other agencies.

Asset Management

This section provides an overview of the District's long-term approach to managing assets.

Asset Management and Long-Term Financial Plan

In 2017 the District implemented an Asset Management Plan and long-term Financial Plan to escalate annual funding for future asset replacement to higher, more resilient levels. The goal of that plan was to fund $6.2 million a year from taxes and utility fees with ten to fifteen year plans.

In 2021 the Asset Management Plan was updated.

Based on inflation and construction cost escalation, there is a need for the District to increase the amount of asset replacement funding raised and set aside each year. The Plan's update recommends average annual asset replacement funding be increased from $6.20 million to $10.76 million, specifically for future replacement of existing assets. The need for a financial strategy to fund new infrastructure was also identified.

Maintenance costs are also increasing substantially, and the District is planning to add new infrastructure, such as active transportation.

Central Saanich is not in a unique position – all local governments are faced with significantly increasing infrastructure costs as infrastructure built in the 1960s through 1980s comes to the end of their useful lives. In addition, there are limited revenue sources to fund this work. **Taking care of existing infrastructure is the most important financial responsibility of asset management for the District.**

Our assets include, but are not limited to:

- More than 46 municipal buildings
- 140 km of roads
- 40+ parks
- 125 km of water mains
- 89 kilometres of gravity sewers
- lift stations
- pump and pressure stations
- and sewer connections for homes and businesses

Asset Management:

- Maintain assets in a healthy state of repair
- Maintain financial strategies and reserves to replace assets at the end of their useful lives
- Optimize capital investments to meet public and economic needs while achieving value for the investment

Condition Assessment

The District's public infrastructure is in reasonable condition and is rated as C overall. This is a combined assessment of Condition and Performance, Capacity versus Need and Funding versus Need. As is the case with most Canadian municipalities, increased funding will be required to replace existing infrastructure. By increasing funding levels over time and focusing on priority infrastructure areas the current C condition assessment rating is projected to improve to B by 2027.

Infrastructure Report Card

Asset Group	Rating	Comments	Projected Rating in 2027 at Proposed Funding
Roads	B	Good condition. Catch up of deferred road top required.	B+
Drainage	C-	Reasonable condition. Significant renewal of drains and culverts in next decade.	B
Facilities	C	Reasonable condition. Public Works and Municipal Hall complex are next priorities.	B
Parks and Trails	C	Reasonable condition. Increased funding will improve rating.	B-
Vehicles and Equipment	B-	Reasonable condition. Increased funding will improve rating.	B
Water	C-	Reasonable condition. AC Main replacement is priority for next decade.	C
Sewer	D+	Poor condition. Significant investment needed in next decade to replace lift stations and mains.	C
Overall	**C**		**B**

The condition assessments were not fully reevaluated as part of the 2021 update due to lack of detailed information such as asset master plans including condition and risk assessment. Master plans and further assessments will take place over the next three years and be included in the infrastructure report card of the 2026 plan update.

The condition ratings are not unusual and indicate that most assets are in reasonable condition. The sewer system is rated slightly lower than most primarily due to the low level of funding currently available and the significant amount of infrastructure that is reaching end of useful life over the next decade. This is to be expected and can be significantly improved with the changes in annual funding and regular annual replacement programs. Major buildings are in reasonable condition, though the public works facility and Municipal Hall Complex are approaching their end of life.

Capital Renewal

The 2022 Asset Management Plan update reported the District has over $565 million dollars in public infrastructure with an average annual replacement cost of $10.76 million dollars. Over the next fifty years renewal investment is expected to be approximately $565 million dollars.

Component	Estimated Asset Life	Value at Current Replacement Cost	Average Annual Replacement Cost
Roads	15 to 75 years	$ 93 million	$ 1.9 million
Drainage	15 to 75 years	$114 million	$ 1.7 million
Facilities	15 to 75 years	$ 83 million	$ 1.64 million
Parks and Trails	15 to 75 years	$ 17 million	$ 0.3 million
Vehicles and Equipment	15 to 75 years	$ 20 million	$ 1.62 million
Water	15 to 75 years	$105 million	$ 1.5 million
Sewer	15 to 75 years	$135 million	$ 2.1 million
Total		**$565 million**	**$10.76 million**

Financial Position

Current replacement investment (2026) from revenues is $7.777 million per year and average annual replacement at sustainable levels from revenues is targeted at $10.76 million (2022 Asset Management Plan update). This means that the District is currently funding 70% of average annual replacement needs.

In 2017 the District restructured the capital program to establish an asset baseline levy and a system of asset reserves to manage this investment. This baseline for asset replacement was updated in 2022. The update identified a gap of $4.56 million per year in required future asset investment funding ($10.76M-$6.2M). However, it is important to understand that $10.76 million is an average projection figure; it is a baseline over fifty years. In some years, the requirement may be greater; in some years, it is less. It is incumbent upon the District to manage its asset investments year over year so that annual asset investments are reasonable and consistent.

The District's 2022 Asset Management Plan proposes a gradual approach to increase the overall current level of capital investment to reach a $10.76 million resilient infrastructure replacement level, balance debt financing and provide assistance with upgrading, expansion and growth in the future based on the following:

- Use of a separate asset levy to clearly identify infrastructure funding for taxpayers.
- General Capital Program: 15-year plan to increase infrastructure investment equal to 1.25% property tax increase to average homeowner each year (average of $30 per year to average home) to increase infrastructure investment equal to $7.2 million by 2032.
- Water System: 15-year plan to increase infrastructure investment equal to $1.5 million by 2032.
- Sewer System: 15-year plan to increase infrastructure investment to $2.1 million by 2032. Debt financing will be required to bridge the next ten years as funding is gradually increased and we begin replacement of aging underground sewer pipes and lift stations.

> It is incumbent upon the District to manage its asset investments year over year so that annual asset investments are reasonable.

Five Year Tax Projection - Average Home

	2026	2027	2028	2029	2030
Property Tax - Asset Levy	$778	$902	$1,141	$1,262	$1,325

Key priority areas in the near term are maintaining the annual road top management program, and implementing annual replacement plans for asbestos concrete water and sewer pipes, steel drains, sewer gravity lines and sewer lift stations.

The majority of the District's capital program is focused on the replacement of existing infrastructure and will assist in maintaining the current operating cost to repair and manage those assets. Modest upgrading of assets is planned and will help improve service. Some change is anticipated in operating costs over the five-year term of this Plan as the District starts annual replacement programs for a large volume of its underground infrastructure over the next ten to twenty years.

Capital Program

Summary

The District's five year capital program proposes a total of $130.584 million in asset renewal and $1.265 million in upgrading and expansion. The majority of the projects are funded from reserve funds supplemented by grants and debt for specific road, water and sewer projects. This continues the process of aligning capital programs with the Asset Management Plan and Active Transportation Plan.

Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Roads	$ 1,480,000	$ 1,210,000	$1,130,000	$ 1,130,000	$ 1,130,000
Drainage	535,000	270,000	275,000	280,000	285,000
Buildings	6,865,600	43,576,500	29,960,000	-	-
Parks and Trails	296,000	84,000	30,000	30,000	30,000
Vehicles	1,888,000	2,190,000	596,000	2,143,000	480,000
Equipment	587,000	147,000	92,000	362,000	207,000
Water System	3,955,000	3,350,000	2,650,000	2,650,000	2,650,000
Sewer System	8,780,000	2,150,000	2,400,000	2,230,000	2,560,000
	24,386,600	**52,977,500**	**37,133,000**	**8,825,000**	**7,342,000**
Upgrading and Expansion					
Roads	1,065,000	50,000	50,000	50,000	50,000
	1,065,000	**50,000**	**50,000**	**50,000**	**50,000**
Active Transportation					
Roads	3,011,200	5,659,400	422,900	437,100	451,600
Total Investment	**28,462,800**	**58,686,900**	**37,605,900**	**9,312,100**	**7,843,600**
Funding Source					
Reserve Funds	27,519,000	31,632,800	24,551,000	$6,792,100	5,323,600
Development Charges	797,500	-	-	-	-
Grants and Contributions	93,100	-	-	-	-
Long Term Debt	-	27,000,000	13,000,000	2,500,000	2,500,000
Property Tax	53,200	54,100	54,900	20,000	20,000
	$ 28,462,800	**$ 58,686,900**	**$ 37,605,900**	**$ 9,312,100**	**$ 7,843,600**

The following pages outline individual capital programs for each of the asset categories.

Roads and Active Transportation

For 2026, paving and patching works are pursuant to the maintenance and rehabilitation inspection and the past condition report. Some modifications to the proposed work program may be made, subject to grants or conditions that present themselves over the year and inclement weather.

Active Transportation

Active transportation is a top priority for our community, and we are making good progress on improving walking, biking and other mobility options. In July of 2023 Council approved an accelerated plan that includes $10.4 million of active transportation infrastructure from 2024 through 2027, funded by a $5.4 million Growing Communities Funds Provincial grant and $5.0 million in long-term debt.

Progress to date and $10.4 million four-year plan

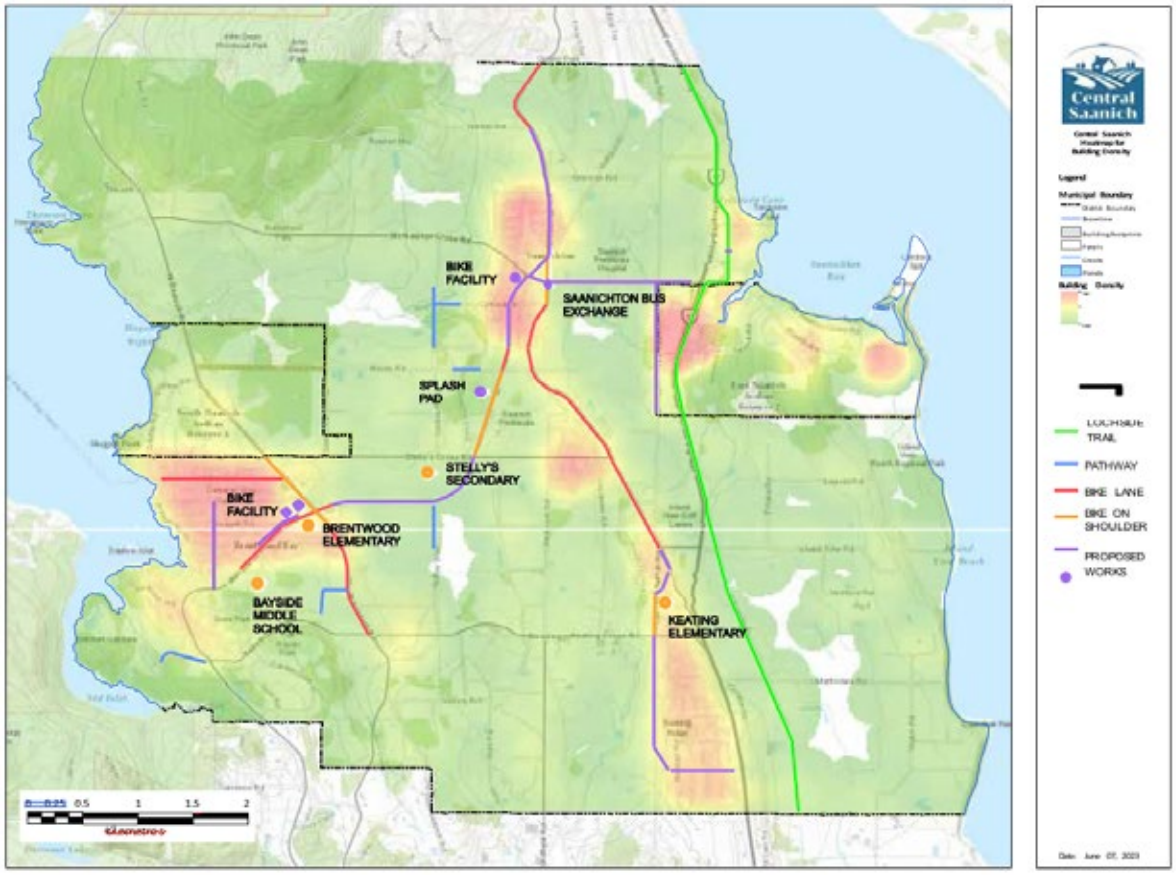
Over the last three years a number of projects got underway or were completed, including a wayfinding signage strategy, bike lane infill along Wallace Drive, pedestrian activated cross walks, and increasing pedestrian and cyclist safety along Wallace Drive in Brentwood Bay. Projects to highlight include:

- **Wallace Drive bike lane (Prosser Road to East Saanich Road) –** This section of bike lane will complete the link between Brentwood Bay and Saanichton. The project design and construction are coordinated with a required water main replacement. Conceptual design began in 2023, with detailed design completing and construction completed in 2025 for the section between Prosser Road and Lisnoe. Design includes a sidewalk from Lisnoe to Cultra, a pedestrian activated crosswalk at Cultra,and assessment of crosswalks and design of the Mt Newton Cross Road and Wallace Drive intersection
- **Mt Newton pathway (from Pat Bay highway to Lochside Drive) –** This is another high priority of the Active Transportation Plan. Phase 1 was completed, with partial funding by the BC Active Transportation Grant in 2025, Phase 1 was for the section between the Pat Bay highway and Lochside Drive. Phase 2, Mt Newton Cross Road from Pat Bay highway to East Saanich Road, has completed conceptual design options in 2025 with public engagement for final alignment and detailed design in 2026 and possible start of construction in 2027.

- **Central Saanich pathway (from Mt Newton going south) –** This has been conceptually designed with the Mt Newton Pathway, and is Phase 3. Central Saanich Road from Mt Newton Cross Road south, has conceptual design complete and will commence once the CRD's Main #4 replacement is complete. Public engagement will commence late 2026 so that detailed design can be completed for construction starting in 2027 or 2028 depending on the completion of the CRD Main #4.
- **Saanichton Village bike lane and sidewalk improvements –** Conceptual and detailed design of what is possible along Wallace Drive is complete. Design along Mt Newton Cross Road between East Saanich Road and Wallace Drive is dependant on the alignment of the Mt Newton Pathway design and the East Saanich Road and Mt Newton Cross Road intersection which are underway.
- **Active transportation wayfinding –** The District has designed improved signage to help cyclists and pedestrians navigate the District easily and safely. Implementation will occur with new infrastructure as well as where possible

2024-27 Active Transportation Plan Infrastructure Map

Existing and proposed active transportation infrastructure.

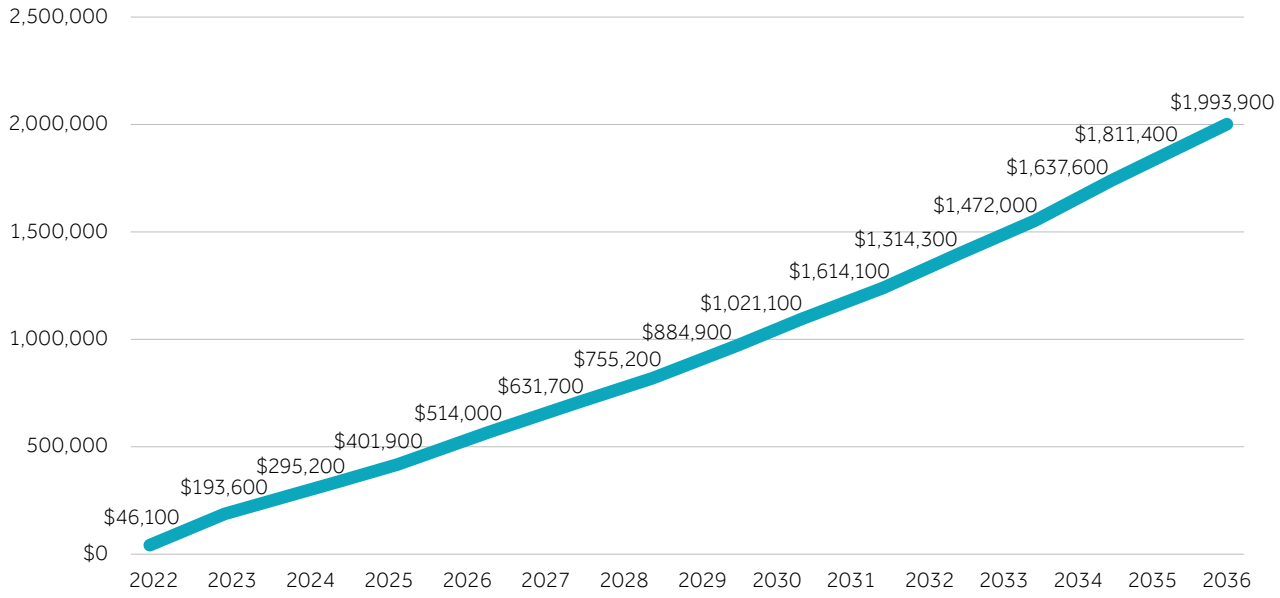


Funding the Active Transportation Plan (ATP)

Beginning in 2022, a portion of property tax revenue has been allocated annually to active transportation projects, supported by ongoing tax increases of 0.25% to 0.50%.

Additional funding will support the Plan including external grants, Development Cost Charges (DCC) Community Amenity Contributions (CAC), and long-term debt funding.

15-Year Active Transportation Property Tax Funding Trajectory



Roads Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Road Reconstruction	$ 800,000	$ 850,000	$ 900,000	$ 900,000	$ 900,000
Sidewalk and Bus Shelter Mtc	70,000	40,000	40,000	40,000	40,000
General Transportation Upgrades	150,000	150,000	150,000	150,000	150,000
Anglers Lane Erosion Control	20,000	-	-	-	-
Traffic Signal and Controls	40,000	40,000	40,000	40,000	40,000
Keating Ind. Park Road Reconstruction	75,000	-	-	-	-
Wharf and Dock Reconstruction	325,000	130,000	-	-	-
	1,480,000	**1,210,000**	**1,130,000**	**1,130,000**	**1,130,000**
Upgrading and Expansion					
Wayfinding Signage	65,000	50,000	50,000	50,000	50,000
Highway 17 Flyover	-	-	-	-	-
Tanner Road Improvements	1,000,000	-	-	-	-
	1,065,000	**50,000**	**50,000**	**50,000**	**50,000**
Active Transportation					
Saanichton Village Sidewalk/ Crosswalk Improve	150,000	-	-	-	-
Pedestrian Activated Crosswalk	40,000	-	-	-	-
Active Transportation 4Yr Plan	2,425,000	5,250,000	-	-	-
Mount Newton Multi-use Pathway - Phase 2	*375,000*	*4,625,000*			
Capital Work Force Plan					
Capital Work Force Plan	396,200	409,400	422,900	437,100	451,600
	3,011,200	**5,659,400**	**422,900**	**437,100**	**451,600**
Total Investment	**5,556,200**	**6,919,400**	**1,602,900**	**1,617,100**	**1,631,600**
Funding Source					
Reserve Funds	4,926,200	4,899,400	1,582,900	1,597,100	1,611,600
Debt	-	2,000,000	-	-	-
Property Tax	20,000	20,000	20,000	20,000	20,000
Development Charges	610,000	-	-	-	-
	$ 5,556,200	**$ 6,919,400**	**$ 1,602,900**	**$ 1,617,100**	**$ 1,631,600**

Drainage

The District's stormwater drainage system includes natural and constructed systems: 73 kilometres of constructed storm sewers, 120 kilometres of drainage ditches and 32 kilometres of creeks in three watershed areas.

An Integrated Stormwater Management Plan was approved in 2009, and an update is scheduled for 2027. The focus of this work is on management of the 73 kilometres of constructed drainage systems. The system is valued at $114 million dollars with an average annual reserve fund investment of $1.7 million required to renew the system on a lifecycle basis (2021). Significant work is planned over the next two decades to begin replacement of aging drain pipes that are approaching the end of useful life. In 2025, a major culvert cross Hagan Road was replaced after an annual inspection indicated that it would likely fail under a major rainfall event. Annual inspections of culverts continues to ensure that culvert replacements are carried out prior to failure.

Drains Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Pipe Replacement Program, Steel	$ 115,000	$ 120,000	$ 125,000	$130,000	$ 135,000
Drainage Assessments, Designs, and Improvements	270,000	-	-	-	-
General Drainage Contingency	150,000	150,000	150,000	150,000	150,000
Total Investment	**535,000**	**270,000**	**275,000**	**280,000**	**285,000**
Funding Source					
Reserve Funds	454,000	270,000	275,000	280,000	285,000
Development Charges	81,000	-	-	-	-
	$ 535,000	**$ 270,000**	**$ 275,000**	**$ 280,000**	**$ 285,000**

Facilities

The District's facilities are valued at a current high level replacement cost of $83 million dollars with an average annual reserve fund investment of approximately $1.64 million required to renew most on a lifecycle basis (2021). No funds are set aside to replace heritage structures.

Funding for 2026 includes a number of priority Facility Long-term Asset Management Plan (FLAMP) projects including roof repairs, and the Fire Station #2 backup generator replacement. In 2025, the CRD completed the Centennial Park Multi-sport box.

The District's Municipal Hall (administration, police, fire station #2) and Public Work sites are at the end of their useful lives and are due for major restoration or replacement. Options for the Municipal Hall were studied and have been presented to the Public and Council in 2025 for decision on the path to move forward. The Public Works site options are still being considered prior to Council presentation.

Facilities Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Facility Long-term Asset Mgmt Plan	$ 356,000	$ 12,000	$ 380,000	$ -	$ -
Municipal Hall, Police, Fire Stn#2 Redevelopment	4,000,000	35,000,000	25,000,000	-	-
Municipal Yard Redevelopment	2,000,000	8,000,000	4,000,000	-	-
Capital Work Force Plan					
Capital Work Force Plan	509,600	564,500	580,000	-	-
Total Investment	**6,865,600**	**43,576,500**	**29,960,000**	**-**	**-**
Funding Source					
Reserve Funds	6,832,400	20,542,400	19,425,100	-	-
Debt	-	23,000,000	10,500,000	-	-
Property Tax	33,200	34,100	34,900	-	-
	$ 6,865,600	**$ 43,576,500**	**$ 29,960,000**	**$ -**	**$ -**

> The District's facilities are comprised of 46 buildings that support several critical functions of local government, public works/services, community development and emergency operations.

Building Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Municipal Hall, Police, Fire Stn#2 Redevelopment	$ 4,000,000	$ 35,000,000	$ 25,000,000	$ -	$ -
Municipal Yard Redevelopment	2,000,000	8,000,000	4,000,000	-	-
Total Investment	**6,000,000**	**43,000,000**	**29,000,000**	**-**	**-**
Funding Source					
Reserve Funds	6,000,000	20,000,000	$ 18,500,000	-	-
Debt	-	23,000,000	10,500,000	-	-
	$ 6,000,000	**$ 43,000,000**	**$ 29,000,000**	**$ -**	**$ -**

Municipal Facility Replacement

The redevelopment of Municipal Hall, funded without introducing new taxes, will establish a modern civic hub and offer additional recreation space. The 2026 Financial Plan emphasizes routine renewal of infrastructure—including roads, utilities, fleet, facilities, and parks—to uphold service reliability, minimize borrowing, and avoid deferred maintenance. Several strategic projects, such as the Mount Newton Pathway, watershed improvements at Maber Flats, and drainage evaluation in Martindale Valley, have been prioritized. These initiatives are designed to boost connectivity, strengthen environmental resilience, and support agricultural activities.

- Fire Station 1 (completed in 2013)
- Municipal Hall
- Police Station
- Fire Station 2
- Municipal Yard facility

These buildings need replacement to address seismic deficiencies, post-disaster standards, accessibility, energy and safety issues, legislated standards, and support the District's growing needs.

Financial Plan for Municipal Facility Replacement

Because this project was identified as coming due almost 20 years ago, we are in a strong financial position based on actions over the past decade including debt management and creating sufficient reserves.

The project will be funded by:

1. Reserves (savings) including land sales
2. Debt

Project Update

Since February 2025, when the 2025 Financial Plan was published, Council has resolved to build the municipal facility at 1882 Hovey Road, with ground-floor space for recreation provided and paid for by the Capital Regional District (Peninsula Recreation Commission). The current site at 1903 Mount Newton Cross Road will be redeveloped as a mix-use site and is an important piece of the financial plan.

Next Steps for 2026

New municipal facility at 1882 Hovey

- Schematic design to be complete
- Class C and cost estimate presented to Council
- Development design to be complete
- Construction of Hovey to begin

1903 Mt Newton Cross Rd

- Issue and receive Request for Proposals
- Developer selected to present concept to the community
- Possible sale/lease of 1903 Mt Newton

1882 Hovey Budget

	2026
Hard Costs	
Building Construction & Site Development	$ 46,350,000
Contingency	10,740,000
Fire Museum	1,000,000
Total Hard Costs	**58,090,000**
Soft Costs	
Consultants (Architect as prime)	3,370,000
Construction Manager	1,430,000
Other (staff, legal, procurement, consulting)	1,110,000
Total Soft Costs	**5,910,000**
Total Construction Costs	**64,000,000**
Land Sale Revenue*	17,000,000
Total Costs	**47,000,000**
Funding	
Capital Reserves	13,500,000
Debt	33,500,000
Total Funding	**47,000,000**

*Projected land sale revenue: Includes land disposition, acquisition and contingency.

Parks and Trails

The District's park and trail structures are comprised of 40 community, neighborhood and passive parks, 4 tennis courts, 4 sport courts, 2 sport fields, 6 ball diamonds, a lacrosse box, 10 children's play areas, 3 picnic shelters, 2 docks and several kilometres of trails.

The structures are valued at a current replacement cost of $17 million dollars with an average annual reserve fund investment of approximately $300,000 required to renew on a lifecycle basis (2021).

Renewal Investment over the next five years will focus on park infrastructure replacements and playground replacements coordinated with the Parks Master Plan to be completed in 2026. The construction of a new splash pad at Centennial Park was completed in spring of 2025. The District was successful in its 2025 accessibility grant for the Centennial Park playground, upgrades will commence throughout 2026.

Parks Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Annual Park Infrastructure Program	$ 270,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Pickleball Court Conversion	66,000	54,000	-	-	-
Total Investment	**296,000**	**84,000**	**30,000**	**30,000**	**30,000**
Funding Source					
Reserve Funds	202,900	84,000	30,000	30,000	30,000
Grants and Contributions	93,100	-	-	-	-
	$ 296,000	**$ 84,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**

Fleet

The District maintains a fleet of vehicles for Administration, Public Works, Parks, Utility and Public Safety use. Average annual reserve fund investment of approximately $1.0 million is required to renew on a lifecycle basis (2021).

Fleet renewal of vehicles at the end of their life cycle reduces vehicle breakdown, emissions and is a more cost effective method in maintaining the fleet. Each vehicle is assessed annually based on a combination of age, repair history and mileage. Fleet rightsizing is reviewed each time and if feasible, electric or hybrid vehicles are considered. The District's priority is to electrify vehicles at replacement whenever operationally feasible.

Planned fleet replacements/rightsizing for 2026 includes one Police front line medium duty vehicle, one Parks light duty vehicles and one Water van, replacement of the backhoe, street sweeper, carry forward of the flush truck replacement and sander truck attachment, a Fire department medium duty front line vehicle and completion of the replacement of the brush truck. The supply chain issues over the last number of years has created a backlog of replacements.

Fleet Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Police Vehicles	$ 120,000	$ 120,000	$ 250,000	$ 260,000	$ 260,000
Fire Vehicles	905,000	1,750,000	157,000	1,750,000	-
Parks Vehicles	235,000	90,000	9,000	-	70,000
Roads Vehicles	628,000	230,000	180,000	133,000	150,000
Total Investment	**1,888,000**	**2,190,000**	**596,000**	**2,143,000**	**480,000**
Funding Source					
Reserve Funds (General)	1,768,000	2,070,000	346,000	1,883,000	220,000
Reserve Funds (Police)	120,000	120,000	250,000	260,000	260,000
	$ 1,888,000	**$ 2,190,000**	**$ 596,000**	**$ 2,143,000**	**$ 480,000**

> The District maintains a fleet of vehicles for Administration, Public Works, Parks, Utility and Public Safety use

Equipment

The District also maintains a variety of equipment for Information Technology, Public Safety and Municipal Yard, with an average annual reserve fund investment of about $620,000 (2021).

Equipment Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Server Replacement Program	$ 247,000	$ 42,000	$ 42,000	$ 57,000	$ 67,000
Desktop Replacement Program	-	-	-	200,000	-
Phone Replacement	-	-	-	-	-
Tempest Eapply, Calls for Service	-	15,000	-	15,000	-
Maintenance Management Software	-	-	-	-	-
Police Equipment	185,000	65,000	25,000	65,000	115,000
*Police IT Equipment**	*110,000*	*20,000*	-	*40,000*	*90,000*
Fire Equipment	155,000	25,000	25,000	25,000	25,000
	587,000	**147,000**	**92,000**	**362,000**	**207,000**
Funding Source					
Reserve Funds (General)	512,000	102,000	67,000	337,000	182,000
Reserve Funds (Police)	75,000	45,000	25,000	25,000	25,000
	$ 587,000	**$ 147,000**	**$ 92,000**	**$ 362,000**	**$ 207,000**

* Police IT Equipment is currently funded through the District's Capital Reserve funds.

Water

The District's water supply system is part of the Saanich Peninsula Water System which receives its water supply from the Capital Regional District Integrated Water System through Bear Hill Reservoir and the Alderley Pressure Reducing Valve (PRV). There are two CRD transmission mains crossing the District with 11 supply points to the municipal distribution network. The Utility provides safe drinking water for domestic, commercial, agricultural and emergency use and meets applicable firefighting standards, health standards and the Drinking Water Protection Act. Water service is also provided to both the W̱JOŁEŁP (Tsartlip) and STÁUTW̱ (Tsawout) First Nations via service agreement.

The District's water system network consists of approximately 125 km of water mains ranging in diameter from 50 mm to 300 mm. Within the distribution network, there are ten pressure zones, two active pump stations, one reservoir, and nine PRV stations. Because the municipal water system is closely intertwined with the Saanich Peninsula Water System, some of these facilities are owned and operated by the CRD. The system also includes 4,200 metered services.

The water system is valued at a current replacement cost of approximately $105 million dollars (2021). An average annual investment of approximately $1.5 million is required to renew the existing system on a lifecycle basis. For 2026, the annual pipe replacement program will continue with priority replacements based on age, overall condition, and coordination with other road and underground works. The CRD will be extending and replacing key transmission mains along East Saanich Road and Central Saanich Road, District asbestos cement pipe will be replaced at the same time. Planned water main replacement along Tanner Road and in the Tanner Ridge area will commence once the Keating Overpass project is completed.

Water Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Vehicles and Equipment	$ 350,000	$ -	$ -	$ -	$ -
Pipe Replacement	3,455,000	3,200,000	2,500,000	2,500,000	2,500,000
Contingency	150,000	150,000	150,000	150,000	150,000
Total Investment	**3,955,000**	**$3,350,000**	**2,650,000**	**2,650,000**	**2,650,000**
Funding Source					
Reserve Funds	3,955,000	2,350,000	1,150,000	1,150,000	1,150,000
Debt	-	1,000,000	1,500,000	1,500,000	1,500,000
	$ 3,955,000	**$ 3,350,000**	**$ 2,650,000**	**$ 2,650,000**	**$ 2,650,000**

> The District's water system network consists of 125 km of water mains ranging in diameter from 50 mm to 300 mm.

Sewer

The District's sewer utility operates a sanitary only sewer collection system in four core areas (Brentwood Bay, Saanichton, Keating Ridge and Turgoose Point) that consists of 89 kilometres of gravity sewers, 5 kilometres of force mains, 3.9 kilometres of siphons and 15 lift stations. The system is interconnected with W̱JOŁEŁP (Tsartlip) First Nation and two Capital Regional District lift stations. The (STÁUTW̱) Tsawout First Nation operates its own system and is not connected to the District's network.

There are approximately 3,800 household and business connections and 2800 manholes. Effluent is transferred through the system to a Peninsula Unified Treatment plant operated by the Capital Regional District located in North Saanich. The cost of operating the treatment system is shared by the Peninsula municipalities and recovered by a property tax levy charged to all Central Saanich taxpayers. The Sewer system is valued at a current replacement cost of approximately $55 million dollars, with an average annual investment required approximately $2.1 million (2021).

In 2026, the District is expected to be completed the Brentwood Bay/Hagan Pump Stations and Force Main Project with the completion of the Brentwood Bay pump station upgrades and decommissioning of the Hagan pump station. Once completed, the project will deliver greatly improved handling of sanitary flows from Brentwood Bay and mitigate the risk of system failures. This will be the District's largest ever capital project, in excess of $13M. 2025 also includes continued sewer pump and lift station improvements at the Kirkpatrick, Devonshire, Cultra, and Butchart stations.

Sewer Capital Budget

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Vehicles and Equipment	$ 930,000	$ -	$ 250,000	$ 80,000	$ 410,000
Pipes					
Pipe Replacement	650,000	2,000,000	2,000,000	2,000,000	2,000,000
Brentwood Sewer Replacement/Upgrade	6,000,000	-	-	-	-
Contingency	150,000	150,000	150,000	150,000	150,000
Delamere Stn Main	120,000	-	-	-	-
Tsartlip I&I System Improvements	250,000	-	-	-	-
Facilities					
Kirkpatrick lift station	115,000	-	-	-	-
Devonshire lift station	115,000	-	-	-	-
Mount Newton lift station	200,000	-	-	-	-
Butchart Garden Lift Station	125,000	-	-	-	-
Cultra Lift Station	125,000	-	-	-	-
Total Investment	**8,780,000**	**2,150,000**	**2,400,000**	**2,230,000**	**2,560,000**
Funding Source					
Reserve Funds	8,673,500	1,150,000	1,400,000	1,230,000	1,560,000
Debt	-	1,000,000	1,000,000	1,000,000	1,000,000
Development Charges	106,500	-	-	-	-
	$8,780,000	**$ 2,150,000**	**$ 2,400,000**	**$ 2,230,000**	**$ 2,560,000**

Background

This section provides an overview of reserves, debt and statistical information.

Reserve Funds and Accumulated Surplus

The Municipality maintains statutory and other general reserve funds for a variety of purposes. Revenues are contributed to each reserve as they are received. These revenues could include contributions from the general operating fund water utility fund and sewer utility fund for sustainable infrastructure replacement, investment income earned on the reserve balance, revenues from the sale of land, development cost charges received or other fees and contributions.

The District's reserves and surplus policy provides guidance on minimum and suggested reserve and surplus fund levels.

Accumulated surplus in the general, water and sewer utility funds is projected to remain consistent over the five-year financial plan horizon

Over the five-year financial plan reserves and surplus are projected to reduce by $26.769 million as we plan to increase infrastructure investments over time.

Accumulated Surplus is retained to provide working capital for operations. From time to time allocations of surplus are made to fund individual projects or contributed to reserves for a defined purpose.

2026 Financial Plan Reserves Forecast & Scorecard

	Policy Target		Balance 2025	Status 2025	Balance 2030	Status 2030
	Minimum	Optimum				
General Fund						
Consolidated Operating Surplus (Working Capital)	2 months Expenses 3,000,000	6 months expenses 9,000,000	$ 5,011,200	Good	$ 6,211,200	Good
Reserve Accounts						
Financial Stabilization Reserve	1% of revenues 185,000	2.5% Revenues 475,000	830,700	Optimal	830,700	Optimal
Affordable Housing Contributions	n/a	As Collected	198,000	Good	198,000	Good
Future Expenditures Reserve	100,000	As Required	1,041,200	Good	180,300	Good
Police Major Crime Reserve	200,000	400,000	275,700	Good	275,700	Good
Police Death on Duty Reserve	100,000	100,000	100,000	Good	100,000	Good
Amenity Contributions Reserve	n/a	As Collected	848,000	Good	848,000	Good
Tree Contribution Reserve	n/a	As Collected	26,000	Good	26,000	Good
Climate Leadership Reserve	100,000	500,000	1,133,100	Optimal	668,100	Optimal
Community Works Gas Tax Reserve	n/a	As Collected	5,725,600	Good	2,150,600	Good
PACE Oil to Heat Pump Program	n/a	Per Plan	320,000	N/A	395,000	N/A
General Debt Retirement Reserve	n/a	Per Plan	6,776,200	N/A	-	N/A
New Infrastructure Levy Reserve	n/a	1,000,000	119,700	Low	-	Low
General Conditional Contributions Reserve	n/a	As Collected	36,700	Good	36,700	Good
BH Turf Field Loan Reserve			-	N/A	-	N/A
COVID 19 Safe Restart Grant	n/a	As Collected	485,300	N/A	-	N/A
Reserve Funds (Statutory Reserves)						
Police Vehicles and Equipment Replacement Reserve Fund	150,000	100% funded AMP	235,300	Good	185,300	Good
General Capital Reserve Fund	TBD	TBD	12,752,300	Good	15,413,400	Good
Growing Communities Reserve Fund	n/a	As Collected	5,554,300	N/A	-	N/A
Local Service Area Reserve Fund	n/a	Per Plan	322,300	Good	322,300	Good
Land Sale Reserve Fund	n/a	As Collected	416,700	Good	416,700	Good
			37,197,100		**22,046,800**	
Water Fund						
Water Utility Replacement Reserve Fund	500,000	100% AMP	3,736,300	Good	-	Low
Water Utility Vehicles and Equipment Replacement Reserve Fund	100,000	100% funded AMP	151,300	Good	-	Low
Water Conditional Contributions Reserve	n/a	As Collected	-	N/A	-	N/A
			3,887,600		**-**	
Sewer Fund						
Sewer Utility Replacement Reserve Fund	500,000	100% funded AMP	7,980,400	Good	326,100	Low
Sewer Utility Vehicles and Equipment Replacement Reserve Fund	100,000	100% funded AMP	76,500	Low	-	Low
Sewer Conditional Contributions Reserve	n/a	As Collected	80,000	Good	80,000	Good
			8,136,900		**406,100**	
Total Reserves			**$ 49,221,600**		**$ 22,452,900**	

Debt Management

The District uses levels of debt servicing to supplement reserve fund investment financing of large capital projects and in periods of major replacement.

Current debt financing has been used for the following projects:

East Saanich Road Improvements	$2,333,333
Fire Station 1	$8,895,700
Keating Road Flyover Improvements	$2,500,000
Wallace Drive Bike Lane	$1,070,000
Brentwood Bay Sewer Replacement	$3,000,000

Debt Financing will likely be required for water, sewer and facilities infrastructure if grants from senior levels of government are not received.

2025 Debt Bylaws Approved:

Municipal Facility Redevelopment	$33,500,000

Current Debt Servicing Projection:

	2026	2027	2028	2029	2030
Debt Service	$ 1,152,500	$ 1,704,000	$ 3,288,500	$ 3,977,600	$ 4,215,500

Future Debt Required to Fund Infrastructure Over Next Five Years:

Roads	$2 million
Facilities	$33.5 million
Water	$5.5 million
Sewer	$4 million
Total	**$45 million**

The District is currently investigating upgrading or replacing major facilities such as the municipal hall site, and Municipal Works Yard. Should either of these move forward, debt financing will be required.

Operating Fund Five Year Estimates

The Municipality is required by the Community Charter Act to adopt a five-year financial plan bylaw on or before May 15. This plan includes five-year operating estimates. Given the dynamic nature of the municipal environment, five-year estimates are prepared on a broad-brush basis with adjustments made for significant cost factors where they are known with some certainty.

The net budget funded from property taxation is projected to increase from $25.8 million in 2026 to $31.3 million in 2030 or an average 5.48% increase to the average homeowner. This includes a 1.25% increase for infrastructure replacement and 0.5% for new infrastructure on average.

General Operating Budget Summary

	2026	2027	2028	2029	2030
General Operating Revenue					
Municipal property taxes	$ 25,751,300	$ 27,177,900	$ 28,490,400	$ 29,985,600	$ 31,414,000
Penalties and interest	1,288,200	1,178,500	1,181,600	1,184,700	1,187,900
Grants in lieu of taxes	368,700	374,400	380,400	386,700	393,300
Grants	1,377,000	889,200	889,200	889,200	889,200
Sale of services	387,500	396,400	405,500	414,900	424,600
Police Revenues	1,683,000	1,723,700	1,763,400	1,804,200	1,846,500
Fire Department Revenue	420,000	435,300	451,200	467,700	484,900
Planning Revenue	894,800	895,200	895,500	895,600	895,700
Engineering Revenue	137,000	137,000	137,000	137,000	137,000
Municipal Yard Revenues	125,300	126,500	127,800	129,100	130,500
Other	867,500	-	-	-	-
Capital reserves used for debt	307,500	917,700	2,279,400	2,730,500	2,730,500
Reserves used for Projects and Operating	1,994,500	1,035,200	560,200	533,200	526,800
Transfer from Utility Operating	685,200	712,700	741,200	770,800	801,600
Total General Operating Revenue	**36,287,500**	**35,999,700**	**38,302,800**	**40,329,200**	**41,862,500**
General Operating Expenses					
Core Operating Expenses - General					
Administration Services	1,534,500	1,347,500	1,384,800	1,423,600	1,463,900
Finance	1,169,600	1,214,600	1,245,100	1,494,800	1,533,100
Information Technology	1,095,300	1,115,900	1,142,400	1,158,600	1,186,900
Police Service	8,949,100	9,270,200	9,576,300	9,893,800	10,222,600
Fire	3,333,500	3,301,300	3,425,700	3,555,500	3,689,700
Facilities	669,300	704,000	739,200	907,600	940,000
Planning and Building Services	2,201,900	2,144,200	2,210,600	2,278,700	2,349,300
Community Services	2,691,500	2,666,000	2,798,600	2,909,600	3,043,200
Engineering	1,709,100	1,690,800	1,744,800	1,800,600	1,857,800
Municipal Yard	2,012,100	2,019,300	2,079,400	2,141,800	2,206,400
Parks & Facilities	1,548,300	1,598,300	1,648,600	1,700,200	1,753,200
Special Projects	1,300,500	811,900	350,000	142,500	145,000
Debt Servicing	842,200	1,371,000	2,732,700	3,183,800	3,183,800
Transfer to Reserves - General	7,230,600	6,744,700	7,224,600	7,738,100	8,287,600
Total General Operating Revenue	**$ 36,287,500**	**$ 35,999,700**	**$ 38,302,800**	**$ 40,329,200**	**$ 41,862,500**

Projects and Initiatives Five Year Estimates

Annual projects and strategic initiatives are developed through service reviews and studies as well as strategic planning. Currently these initiatives are funded through operating reserves as annual surplus allows.

Projects and Initiatives Budget Summary

	2026	2027	2028	2029	2030
Infrastructure Renewal					
Administration	$ 176,900	$ 66,900	$ 125,000	$ 47,500	$ 20,000
Finance	90,000	220,000	-	-	-
Information Technology	60,000	60,000	60,000	-	-
Corporate Services	150,000	85,000	10,000	10,000	10,000
Planning and Building	134,000	145,000	105,000	35,000	35,000
Climate Leadership	155,000	150,000	50,000	50,000	50,000
Engineering	210,000	70,000	-	-	30,000
Buildings	-	-	-	-	-
Fire	263,300	15,000	-	-	-
Police	61,300	-	-	-	-
Water	50,000	-	-	-	-
Sewer	55,000	-	-	-	-
	1,405,500	**811,900**	**350,000**	**142,500**	**145,000**
Funding Source					
Reserve Funds	1,204,400	811,900	350,000	142,500	145,000
DCC Funding	67,500	-	-	-	-
Grants	133,600	-	-	-	-
	$ 1,405,500	**$ 811,900**	**$ 350,000**	**$ 142,500**	**$ 145,000**

Operating Budget - Projects and Initiatives

	2026	2027	2028	2029	2030
Administration					
OH&S Program Improvement	$ 20,000	$ -	$ -	$ -	$ -
Employee Survey	-	-	-	20,000	-
Strengthening Integrated Planning and Reporting	31,900	46,900	5,000	-	-
WSBC COR Certification	-	-	100,000	-	-
Accessibility Plan Update and Implementation	60,000	20,000	20,000	20,000	20,000
Management Compensation Review	15,000	-	-	7,500	-
WSANEC Place Naming and Interpretation Board	50,000	-	-	-	-
Finance					
Asset Management Plan, ACC Bylaw, and DCC Bylaw Update	90,000	220,000	-	-	-
Information Technology					
Information Technology Master Plan	60,000	60,000	60,000	-	-
Corporate Services					
Community Amenities and Art	20,000	10,000	10,000	10,000	10,000
75th Anniversary	50,000	-	-	-	-
Citizen Survey	-	40,000	-	-	-
First Nations MOU Development	80,000	-	-	-	-
Records Digitization Strategy	-	35,000	-	-	-
Engineering					
Engineering Standards Update	100,000	-	-	-	-
Storm Management Plan	-	70,000	-	-	-
Dock Assessments	-	-	-	-	30,000
Transportation Master Plan Update	110,000	-	-	-	-
Planning and Building					
Saanich Inlet Management: Brentwood Bay Initiative and Marine Waste Pumpout	35,000	35,000	35,000	35,000	35,000
Development Permit Area Guidelines	14,000	-	-	-	-
Comprehensive Zoning Bylaw Review	10,000	-	-	-	-
District Lands Analysis	-	-	20,000	-	-
Explore Keating Land Use Options	15,000	-	-	-	-
Business Improvement Area Study	-	30,000	-	-	-
Parking Regulation Review and Update	40,000	-	-	-	-
Building Bylaw Update	10,000	-	-	-	-
Agricultural Area Plan Update	-	70,000	50,000	-	-
Parks and Trails Masterplan	10,000	-	-	-	-
Business and Agriculture Wayfinding Signage Program	-	5,000	-	-	-
Bylaw Enforcement Education	$ -	$ 5,000	$ -	$ -	$ -

Continued on next page

Operating Budget - Projects and Initiatives Continued

	2026	2027	2028	2029	2030
Climate Leadership					
Develop a solid waste GHG reduction program	$ -	$ 10,000	$ -	$ -	$ -
Natural Assets Inventory	50,000	-	-	-	-
Climate Leadership Plan Update	-	40,000	-	-	-
Environmental Monitoring Program	-	50,000	-	-	-
Maber Flats Management Plan	55,000	-	-	-	-
Energy Efficiency Retrofits Program	50,000	50,000	50,000	50,000	50,000
Fire Department					
Firesmart Program	61,600	-	-	-	-
First Responders Health & Wellness Program	-	15,000	-	-	-
Nex Gen 911 Public Education	15,000	-	-	-	-
Emergency Response Plan Update	6,700	-	-	-	-
Fire EOC Excercises	35,000	-	-	-	-
Fire Climate Adaptation Grant	112,000	-	-	-	-
First Nations Engagement for Emergency and Disaster Management Act	33,000	-	-	-	-
Police Department					
Guns and Gangs Violence Action Fund Grant	61,300	-	-	-	-
Water					
Water Master Plan Update	50,000	-	-	-	-
Sewer					
Sewer Master Plan update	55,000	-	-	-	-
Total	**$ 1,405,500**	**$ 811,900**	**$ 350,000**	**$142,500**	**$145,000**

Water Utility Fund Five Year Estimates

The net budget funded from water utility charges is projected to increase from $7.6 million to $8.8 million in 2029 or an average 4.86% increase to the average homeowner. This includes increases in operations, CRD bulk water purchases, and increases for infrastructure replacement funding.

Water utility rates are subject to change due to the upcoming transition of the First Nations water supply to direct wholesale purchasing from the Capital Regional District (CRD), anticipated in 2026. This transition is not yet reflected in the Draft Financial Plan.

Water - Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Funding									
Water Sales & Connections	$ 6,996,100	$ 7,016,500	$ 7,541,700	$ 545,600	7.8%	$ 7,940,900	$ 8,327,500	$ 8,732,700	$ 9,154,200
Investment Income	135,000	135,000	120,000	(15,000)	-11.1%	100,000	100,000	100,000	100,000
Total Funding	**7,131,100**	**7,151,500**	**7,661,700**	**530,600**	**7.4%**	**8,040,900**	**8,427,500**	**8,832,700**	**9,254,200**
Operating Expenses									
Administration	606,300	624,900	557,800	(48,500)	-8.0%	581,800	600,600	623,600	647,400
Maintenance	676,800	611,400	831,900	155,100	22.9%	856,400	881,700	907,900	935,100
Bulk Water Purchases	4,656,000	4,656,200	5,029,400	373,400	8.0%	5,280,900	5,544,900	5,822,100	6,113,200
3rd Party Connections	44,200	13,900	43,900	(300)	-0.7%	45,300	45,900	46,800	48,000
Fleet	97,800	85,100	98,700	900	0.9%	101,500	104,400	107,300	110,500
Capital reserves used for debt	-	-	-	-	0.0%	(21,300)	(126,000)	(267,100)	(408,200)
Debt Payments	-	-	-	-	0.0%	21,300	126,000	267,100	408,200
Transfer to Reserves	1,050,000	1,160,000	1,100,000	50,000	4.8%	1,175,000	1,250,000	1,325,000	1,400,000
Total Operating Expenses	**$ 7,131,100**	**$ 7,151,500**	**$ 7,661,700**	**$ 530,600**	**7.4%**	**$ 8,040,900**	**$ 8,427,500**	**$ 8,832,700**	**$ 9,254,200**

Sewer Utility Fund Five Year Estimates

The net budget funded from sewer utility charges is projected to increase from $2.71 million to $3.1 million in 2029, or a 7.6% increase to the average homeowner. This includes increases in operations and for infrastructure replacement funding each year.

Sewer - Operating Budget

	2025 Budget	2025 Forecast	2026 Budget	Change $	Change %	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Revenue									
Sale of Service	$ 2,394,000	$ 2,543,900	$ 2,613,100	$ 219,100	9.2%	$ 2,764,700	$ 2,907,200	$ 3,046,700	$ 3,189,900
Investment Income	130,000	200,000	100,000	(30,000)	-23.1%	90,000	90,000	90,000	90,000
Total Revenue	**2,524,000**	**2,743,900**	**2,713,100**	**189,100**	**7.5%**	**2,854,700**	**2,997,200**	**3,136,700**	**3,279,900**
Operating Expenses									
Sewer Administration	320,300	353,500	268,400	(51,900)	-16.2%	341,300	354,700	368,400	382,900
General Maintenance	838,700	671,800	928,700	90,000	10.7%	893,400	917,500	943,300	970,000
Capital Reserves used for Debt	-	-	(310,400)	-	0.0%	(333,100)	(429,900)	(526,800)	(623,600)
Debt Payments	63,600	70,300	310,400	246,800	0.0%	333,100	429,900	526,800	623,600
Transfer to Reserves - Sewer	1,365,000	1,718,600	1,516,000	151,000	11.1%	1,620,000	1,725,000	1,825,000	1,927,000
Total Operating Expenses	**$ 2,587,600**	**$ 2,814,200**	**$ 2,713,100**	**$ 435,900**	**4.9%**	**$ 2,854,700**	**$ 2,997,200**	**$ 3,136,700**	**$ 3,279,900**

Both the Water and Sewer Utilities will be affected by future planning initiatives including corporate strategic planning in 2023, Water and Sewer masterplan updates scheduled for 2026, and update of the District's long-term asset management and related financial strategies again in 2026 for 2027 implementation.

Statistics

Taxable Property Assessments 2021-2025

	2021	2022	2023	2024	2025
Residential	$ 5,035,528,083	$ 6,243,391,031	$ 7,084,280,072	$ 7,118,278,959	$ 7,083,272,832
Utilities	1,234,500	1,725,800	2,080,200	1,979,000	2,030,700
Light Industry	114,899,600	129,028,500	139,924,900	152,233,000	187,619,200
Business/Other	573,727,781	630,724,700	690,882,079	731,975,300	763,949,850
Recreational/Non Profit	31,054,300	37,956,200	38,618,000	37,654,000	37,457,000
Farm	7,122,363	6,844,146	6,824,718	6,779,450	6,598,554
	$ 5,763,566,627	**$ 7,049,670,377**	**$ 7,962,609,969**	**$ 8,048,899,709**	**$ 8,080,928,136**

New Construction 2021-2025

	2021	2022	2023	2024	2025
Construction Permits	$ 363	$ 303	$ 286	$ 225	$ 122
Construction Value ($Millions)	55,203,981	75,237,065	74,422,044	37,086,415	42,230,041
New Construction Taxable Assessment	23,361,626	38,307,897	50,502,677	51,488,494	113,699,259
Taxes Generated from New Growth	75,622	93,716	84,627	110,092	289,782

Property Tax Rates 2021-2025

	2021	2022	2023	2024	2025
Municipal (including Police, Infrastructure, Debt, Library)					
Residential	2.84232	2.41786	2.26238	2.43186	2.66103
Utilities	14.33525	13.68775	13.10055	13.21464	13.62895
Light Industry	4.46339	4.15905	4.03530	4.01572	3.51907
Business/Other	5.73410	5.47510	5.24022	5.28585	5.45159
Recreationa/Non-Profit	6.55341	5.59668	4.95110	5.34372	5.76053
Farm	4.67986	4.92978	5.19642	5.57462	5.96660
Total (including School, Regional & Other)					
Residential	5.36380	4.52785	4.26571	4.58767	4.99931
Utilities	33.76719	32.45483	31.41973	31.42048	32.01010
Light Industry	11.42545	10.41512	10.03779	10.44766	10.45583
Business/Other	12.91928	12.00256	11.48282	11.97184	12.83158
Recreational/Non-Profit	11.34424	9.68755	8.75304	9.43137	10.05963
Farm	9.99607	10.27529	10.72856	11.19506	11.72042

Property Tax Revenue 2021-2025

	2021	2022	2023	2024	2025
Municipal	18,364,565	19,358,957	20,456,271	22,026,749	23,877,352
BC Assessment	289,339	300,866	322,731	335,964	351,479
Regional District	6,511,299	6,614,601	6,781,640	7,126,373	7,551,348
Municipal Finance Authority	1,372	1,651	1,856	1,889	1,916
Transit	1,573,060	1,673,005	2,023,839	2,948,788	4,133,960
School	9,464,666	9,900,893	10,799,249	11,328,716	11,887,686
Total Current Taxes Levied	**36,204,301**	**37,849,973**	**40,385,586**	**43,768,479**	**47,803,741**
Current Taxes Collected	**35,966,420**	**37,514,157**	**40,076,563**	**43,390,968**	**47,405,595**
Percentage	**99.3%**	**99.1%**	**99.2%**	**99.1%**	**99.2%**

Principal Corporate Taxpayers 2025

Property Owner	Total Levy
Butchart Gardens Ltd	633,615
Vancouver Island Commercial (VIC) Properties LP	501,407
Butler Brothers Supplies Ltd	451,866
417201 BC Ltd	439,276
Hackett Property Ltd	404,674
British Columbia Hydro and Power Authority	380,348
Pioneer Square Holdings Ltd	371,731
Huntly Properties Ltd	340,642
Ravens Landing Industrial Park Ltd	274,212
Sherwood Industries Ltd	262,786
Oldfield Industrial Properties Ltd	258,364
1349502 BC Ltd	250,403
Butler Properties Ltd	224,263
Eagle Bay Holdings Ltd	216,032
Seaboard Industries Ltd	193,795
Waste Connections of Canada Inc	185,378
Harbour City Financial Corp	183,611
Lochside Apartments Ltd	181,260
Times Universal Victoria Holdings Limited	167,131
Fortis Energy	166,982
409417 BC Ltd	165,250
Kirkpatrick Holdings Ltd	159,856
1143012 BC Ltd	152,914
Hochoy Investments Ltd	148,885
Graham Holdings Ltd	146,011
GF II 1230-1236 Verdier Apartments Ltd	130,277
OK Industries Ltd	129,275
0707013 BC Ltd	123,247
Peninsula Mini Storage and Container Rentals Ltd	120,411
Pine Tree Canada Holdings ULC	116,873
Gill-Am Investments Ltd	115,600
0991761 BC Ltd	115,446
Schneider Electric Canada Inc	114,302
Royalta Holdings Ltd	113,725
Trafalgar Square Holdings Co Ltd	111,301
Vey Holdings Ltd	110,454
0833742 BC Ltd	109,415
Privately Owned	104,731
QIVI Holdings Inc	102,044

Debt and Debt Servicing - Outstanding balances (In Thousands) 2021-2025

	2021	2022	2023	2024	2025
East Saanich Road Renewal	$ 821	$ 640	$ 452	$ 258	$ 82
Fire Hall	7,078	6,807	6,526	6,235	5,935
Keating Road Improvements	-	-	-	-	2,200
Wallace Bike Lane	-	-	-	-	1,070
Brentwood Sewer	-	-	-	-	3,000
Keating Main Replacement	-	-	-	-	300
Total	**7,899**	**7,447**	**6,978**	**6,493**	**12,587**
Long Term Debt Per Capita	439	410	385	355	692
Total Debt Per Capita	439	410	385	355	692
Annual Long Term Debt Servicing	624	611	611	611	740
Debt Servicing Limit	7,807	8,218	9,118	9,381	TBD
% Used	8%	7%	7%	7%	TBD
Debt Service Capacity Available	$ 7,183	$ 7,607	$ 8,507	$ 8,770	TBD

Community Grants, Service Contracts, Leases and Permissive Tax Exemptions 2025

Organization	Grant	Service Contract	Lease	Tax Exemption	Total
676 Kittyhawk Sponsoring Committee Society	$ 1000	$ -		$ -	$ -
Anglican Synod Diocese of BC	-	-		59,765	59,765
Art Sea Community Arts Council	-	10,000		-	10,000
BC Parks Foundation	-	-		8,109	8,109
Beacon Community Services	-	10,000		21,847	31,847
BGC South Vancouver Island	-	10,000	1	15,193	25,194
Bishop of Victoria	-	-		16,714	16,714
Brentwood Bay Community Association	-	4,250		-	4,250
Brentwood Community Club	-	-		13,792	13,792
Bike Victoria Society	-	9,648		-	9,648
Centennial Park Fellowship Baptist Church	-	-		39,494	39,494
Central Saanich Lawn Bowling Club	-	-	1	10,919	10,920
Central Saanich Lions Club	-	-	1	8,496	8,497
Central Saanich Little League	-	-	1	560	561
Central Saanich Senior Citizen's Association	-	-		35,968	35,968
Cycling Without Age Society	1,000	-		-	1,000
Farmlands Trust Society	-	-		1,344	1,344
FED Urban Agriculture Society	1,000	-		-	1,000
Friendship Community Church	-	-		31,841	31,841
Greater Victoria Housing Society	-	-		19,992	19,992
Jehovah's Witness Congregation	-	-		11,890	11,890
Meet Your Street Grants (4 individuals)	874	-		-	874
Navy League of Canada (Saanich Peninsula Branch)	1,000	-		-	1,000
North & South Agricultural Society	4,517	-		37,150	41,667
Peninsula Country Market Society	1,000	-		-	1,000
Peninsula Soccer Association (Foregivable Loan)	-	25,000		-	25,000
Peninsula Streams	-	31,000		-	31,000
Saanich Historical Artifact Society	-	-	1	31,024	31,025
Saanich Masonic Temple Assoc. Ltd.	-	-		10,502	10,502
Saanich Peninsula Lions Food Bank	3,268	-		-	3,268
Saanich Peninsula Pipe Band	1,000	-		-	1,000
Saanich Pioneer Society	-	18,500		-	18,500
Saanichton Bible Fellowship	-	-		17,949	17,949
Saanichton Village Association	-	10,000		-	10,000
Sampson, Rene - Inter-tribal Pow Wow	2,000	-		-	2,000
Shady Creek United Church	-	-		11,407	11,407
Shoreline Medical Society	-	-		16,979	16,979
Sindey North Saanich Yacht Club	1,000	-		-	1,000
South Island Farmers Institute	2,000	-		-	2,000
South Vancouver Island Zone Housing	-	-		135,166	135,166
Stelly's Parents for Dry After Grad	1,000	-		-	1,000
Take a Hike Youth Mental Health Foundation	1,000	-		-	1,000
Victoria Association for Community Living	-	-		16,027	16,027
Victoria Brian Injury Society	1,000	-		-	1,000
Victoria Compost & Conservation Education Society	1,000	-		-	1,000
Victoria Hindu Parishad	-	-		9,969	9,969
WSANEC Land Trust Society	-	-		38,580	38,580
Total	**$ 23,659**	**$ 128,398**	**5**	**$ 620,677**	**$ 771,739**

Summary of Financial Results (In Thousands)

	2021	2022	2023	2024	2025
Financial Position					
Financial Assets	$ 58,735	$ 63,995	$ 75,335	$ 71,081	$ -
Liabilities	22,762	22,888	24,340	28,230	-
Net Financial Assets/(Debt)	35,973	41,107	50,995	42,851	-
Non-financial Assets	90,137	91,367	94,063	114,488 7	-
Accumulated Surplus, end of year	**126,110**	**132,474**	**145,058**	**157,339**	**-**
Statement of Operations					
Revenue	34,507	35,557	44,020	46,139	-
Expenses	28,938	29,193	31,436	33,570	-
Annual Surplus/(Deficit)	5,569	6,364	12,584	12,569	-
Accumulated Surplus, beginning of year	120,541	126,110	132,474	144,769	-
Accumulated Surplus, end of year	**126,110**	**132,474**	**145,058**	**157,338**	**-**
Accumulated Surplus					
Tangible Capital Assets	81,538	83,127	85,550	105,775	-
Reserves	36,640	41,248	52,345	44,827	-
Operating Surplus/(Deficit)	7,932	8,099	7,163	6,736	-
Accumulated Surplus, end of year	**$ 126,110**	**$ 132,474**	**$ 145,058**	**$ 157,338**	**$ -**

Consolidated Revenue by Source (In Thousands)

	2021	2022	2023	2024	2025
Property Taxation	$ 18,875	$ 19,869	$ 20,981	$ 22,600	$ -
Sales of Services	12,122	11,240	12,475	11,507	-
Government Transfers	2,343	2,146	7,096	7,727	-
Investment Income	284	1,448	2,778	3,205	-
Developer Contributions	606	652	660	1,055	-
Other	277	202	30	45	-
Total	**$ 34,507**	**$ 35,557**	**$ 44,020**	**$ 46,139**	**$ -**

Consolidated Expenses by Function (In Thousands)

	2021	2022	2023	2024	2025
General Government	$ 2,888	$ 3,055	$ 3,633	$ 3,633	$ -
Protective Services	9,949	10,560	11,373	12,642	-
Transportation Services	4,806	4,285	4,427	4,623	-
Environmental and Development Services	678	649	810	1,083	-
Parks and Cultural Services	3,253	3,551	3,831	4,123	-
Water Utility	5,550	5,615	5,831	5,739	-
Sewer Enterprise	1,165	1,135	1,066	1,207	-
Other Fiscal Servcies	649	343	465	520	-
Total	**$ 34,507**	**$ 35,557**	**$ 31,436**	**$ 33,570**	**$ -**

Consolidated Expenses by Object (In Thousands)

	2021	2022	2023	2024	2025
Salaries, Wages & Benefits	$ 13,923	$ 14,729	$ 15,948	$ 17,414	$ -
Supplies, Materials & Other	5,625	5,588	5,991	5,951	-
Contracted Services	5,806	5,592	6,218	6,773	-
Other	290	316	511	504	-
Amortization of Tangible Assets	3,294	2,968	2,768	2,928	-
Total	**$ 28,938**	**$ 29,193**	**$ 31,436**	**$ 33,570**	**$ -**

Acquisition of Tangible Capital Assets

	2021	2022	2023	2024	2025
Land	$ -	$ -	$ -	$ 8,036,664	$ -
Land Improvements	104,598	469,188	277,682	70,264	-
Buildings	484,764	329,335	807,186	498,401	-
Equipment and Vehicles	655,520	345,842	1,023,694	3,650,029	-
Roads Infrastructure	675,239	987,296	1,275,432	678,260	-
Drainage Infrastructure	513,708	130,383	280,134	261,426	-
Sewer Infrastructure	98,892	243,651	19,975	98,909	-
Water Infrastructure	40,000	1,669,389	1,265,595	152,419	-
Other Assets	152,316	83,586	492,283	10,091,891	-
Total	**$ 2,725,037**	**$ 4,258,670**	**$ 5,441,981**	**$ 23,538,263**	**$ -**

Glossary

Accrual: An accounting method which measures the financial performance and position of an organization by recognizing economic events when they happen, regardless of when the related cash actually changes hands.

Appropriated: When a fund is appropriated, it is subject to certain restrictions on what its assets can be used for.

Asset: Anything you own that has monetary value plus any money you are owed.

Balanced budget: A financial plan where current revenue, including transfers from operating reserves, equals current operating expenditures.

Capital asset: General capital assets are those in excess of $10,000 with a useful life of two or more years (e.g., land, buildings).

Capital budget: A financial plan outlining projected expenditures on capital assets during a given fiscal period.

Capital project: Creation or improvement of infrastructure assets.

Carbon footprint: Amount of carbon dioxide (CO2e) that is emitted by the municipality. Community charter: The provincial legislation governing local governments. This legislation replaced the Local Government Act in 2003.

Council: The six councillors elected at large that represent the municipality and the Mayor as a whole.

Development cost charge (DCC): A fee paid by a developer to help fund cost related to developing a property. Often these fees are used for parks and streets, and for infrastructure used to provide water, sanitary sewer and storm drainage services.

Development permit: A permit that allows development of a property subject to certain conditions such as the timing or sequence of construction, density of development, alteration of specific requirements of the zoning of the property etc.

Fee: A fee is a charge to recover the cost of providing a service. Financial plan This term is used interchangeably with "budget".

Full-time equivalent (FTE) staff: A statistic used to compare staffing levels between departments or organizations, and is calculated by dividing the total number of hours one full-time staff member is scheduled to work in a year.

Fund: A pool of money normally set apart for a specific purpose.

Fund balance: The excess of assets over liabilities in a fund.

GHG: Green House Gases are gasses generated from fossil fuel burning, released into the atmosphere and linked to climate change.

Grant Funds: given to an organization from another organization (senior government to local government) which may have conditions attached to it and require specific spending to occur or goal to be accomplished in order to retain the funds.

Infrastructure: Physical structures that form the foundation for development. Infrastructure includes: wastewater and waterworks, electric power, communications, transit and transportation facilities and oil and gas pipelines and associated facilities.

Liability: A loan, expense, or any other form of claim on the assets of an entity that must be paid or otherwise honoured by that entity.

Operating budget: A financial plan outlining projected revenue and expenditures for the on-going, day-to-day activities of an organization during a given fiscal period.

Revenue: The money collected in exchange for providing a product or service.

RFP: A Request For Proposal is issued at an early stage in a procurement process, where an invitation is presented for suppliers to submit a proposal on a commodity or service.

Sanitary sewer: The sewage system that carries substances requiring sanitation treatment.

Sustainability: In terms of community development, sustainability is that which meets the needs of the present without compromising the ability of future generations to meet their own needs.

Tax: A compulsory financial contribution imposed by a government to raise revenue.

Utility: A business organization performing a public service and subject to special governmental regulation.

Utility tax: A financial contribution imposed by Provincial legislation to substitute taxation based on assessment for applicable utility companies. Tax calculation based on gross revenues.

Funding Structure

The accounting policies of the District conform to generally accepted accounting principles in Canada; the Consolidated Financial Statements are prepared as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Professional Accountants.

The District uses specific funds to account for its revenues and expenditures. The revenue in each fund may be spent only for the purpose specified in the fund. Each fund belongs to one of three categories: operating, capital or reserves:

- Operating funds are used for day-to-day operations.
- Capital funds pay for physical assets with a life of more than two years.
- Capital reserve funds accumulate revenue and interest that will be used to pay for capital replacement in future years.

All funds are appropriated for specific purposes as follows:

General Operating Fund – used to account for all general operating revenues and expenses of the municipality other than water and sewer operations.

Water Operating Fund – provides for all revenues and expenses related to the operation of the municipal water system. Revenues are collected through water billing based on volume of water consumed.

Sewer Operating Fund – community sewage disposal system revenues and expenses are accounted for separately in this fund. Revenues are primarily recovered from consumption based utility billings.

General, Water and Sewer Capital Fund (Capital Programs) – used to account for all capital expenditures.

Statutory Reserve Fund – used to account for all statutory reserve revenues and transfers.

Use of Funds by Department

	Operating Fund			Capital Fund			Reserve Fund
Department	**G**	**W**	**S**	**GC**	**WC**	**SC**	**R**
General Government	✓			✓			✓
Police Services	✓			✓			✓
Fire Services	✓			✓			✓
Transportation Services	✓			✓			✓
Environmental Development Services	✓			✓			
Parks and Cultural Services	✓			✓			✓
Water Enterprise		✓			✓		✓
Sewer Enterprise			✓			✓	✓
Other Fiscal Services	✓						

G - General
W - Water
S - Sewer
GC - General Capital
WC - Water Capital
SC - Sewer Capital
R - Reserves

Financial Policies and Plans

Sustainable Purchasing Policy Summary

The authority to make purchasing decisions and to bind the Corporation contractually rests with Council unless delegated by bylaw. The District's Delegated of Authority Bylaw No. 2060, 2020 delegates authority to specific staff within limits.

The District's Purchasing Policy sets out purchasing limits and processes for staff. Additionally, the policy outlines procedures for asset disposal.

Reserves and Surplus Policy

The Community Charter empowers Council to establish, by Bylaw, reserve funds. These reserve funds may not be spent except for the specified reserve fund purposes, as outlined by the Bylaw. Use of funds is authorized via the annual Financial Plan Bylaw. In late 2019, Council adopted the Reserves and Surplus Policy that identifies the guiding principles, objectives, and identifies reserve funds (by Bylaw) and reserve accounts (by policy or practice).

Operating surplus, operating reserves, and statutory reserves are identified in the Policy with minimum and optimal levels, funding source, and rationale.

For more information on fund balances please see the 2026 Financial Plan Reserves Forecast and Scorecard on page 106.

Investment Policy

In 2017 Council adopted the District's Investment Policy, wherein section 183 of the Community Charter lists the security types the District may invest in. These include:

1. Securities of the Municipal Finance Authority (MFA)
2. Pooled investment funds under Section 16 of the Municipal Finance Authority Act
3. Securities of Canada or of a province
4. Securities guaranteed for principal and interest by Canada or by a province
5. Securities of a municipality, regional district, or greater board
6. Investments guaranteed by a Chartered bank
7. Deposits in a savings institution or non-equity membership shares of a credit union.The Policy identifies primary objects and care as follows:

Objects and Principals

1. Preservation of Capital
2. Liquidity
3. Return on investment
4. Socially Responsible Investing

Standard of Care

1. Prudence
2. Ethics and Conflict of Interest
3. Delegation of Authority
4. Competitive Bids

Asset Management Plan and Long-Term Financial Strategy

In 2022, Council adopted a five-year update of the District's Asset Management Plan and Long-Term Financial Strategy. The plan summarizes the District's owned assets, how much they are to replace, when they need to be replaced, and how much needs to be invested in the assets. The Plan is a tool for both Council and Staff to inform long-term financial planning, decisions on funding levels, help communicate on service levels and funding, and identify areas of improvement on asset data and management processes.

The Long-Term Financial Strategy looks at current annual replacement funding compared to targeted funding levels identified in the Plan and creates a strategy to increase funding trajectory to targeted levels over time. Currently the strategies in place will reach targeted levels for general, water, and sewer funding in 2032, or a fifteen-year plan from implementation in 2017.

The Plan and Strategy create increased resiliency in the management of the District's assets and their future replacement.

Tangible Capital Assets Accounting and Reporting

In 2019 Council adopted a Tangible Capital Assets Accounting and Reporting policy to support organizational decision making, provide enhanced reporting and increased transparency to the organization, the public and other stakeholders.

The purpose of this policy is to provide direction for the recognition, recording and reporting of Tangible Capital Assets on a consistent basis in accordance with Public Sector Accounting Standards. This policy will assist the District to strategically manage, invest and plan for sustainable municipal infrastructure by:

- measuring and reporting the full cost of the District's operations;
- ensuring all tangible capital asset acquisitions are approved;
- ensuring clear guidance, training and support is provided to departments;
- supporting stewardship of the District's tangible capital assets; and by
- supporting the efficient and effective use of the District's tangible capital assets.

The Policy provides guidance on valuation, asset useful lives, and capitalization threshold by asset classification.

Expense Reimbursement Policy

In 2017 Council adopted a new Travel and Expense Reimbursement Policy. This Policy governs reimbursement for staff travel and accommodation for work-related purposes. The Policy objective is to ensure travel is appropriately authorized, care has been exercised to minimize costs, and employees are fairly reimbursed for out-of-pocket expenses.

Property Tax Exemption Policy

A Permissive Tax Exemption Policy was adopted by Council in 2022. The policy identifies Section 165 of the Community Charter as the legislation for granting exemptions, organizations that can be provided grants (nature of organization and use of the land), the annual approval process, eligibility criteria, and duration and conditions of an exemption.

In addition, the policy identifies the maximum total of current year exemptions that can be approved for the subsequent year, as not to exceed 1.5% of the current year's total budgeted property tax requisition. In the case where the total calculated permissive exemption values for the subsequent year exceed 1.5% of the current year's tax requisition, all permissive exemptions would be proportionately reduced.

Grant in Aid Policy

A Grant in Aid Program Policy has been in place since 1991 and was last updated in 2019. The Policy's criteria can be summarized as follows:

- Section 263(1) (c) of the Local Government Act allows local governments to provide assistance for the purpose of benefitting the community;
- The program is for modest community grant funding of up to $1,000 to eligible non-profit societies and other community organizations benefiting the municipality;
- The program is specifically intended for seed funding to help establish new programs or complete special projects, and not to fund expenses such as general operations, administration, competitions, travel or building maintenance projects.
- All grants are subject to the availability of funding within the current annual operating budget.

Budget Bylaw

Schedule "A"

"Five Year Financial Plan Bylaw No. XXXX, 2026"
The Corporation of the District of Central Saanich
2026 – 2030 Five Year Financial Plan

	2026	2027	2028	2029	2030
Revenue					
Municipal property taxes	$ 25,804,500	$ 27,232,000	$ 28,545,300	$ 30,005,600	$ 31,434,000
Grants in lieu of taxes	368,700	374,400	380,400	386,700	393,300
Sale of services	2,670,300	2,736,400	2,802,400	2,870,400	2,941,000
Permits, licenses and interest	2,265,500	2,156,200	2,159,600	2,162,800	2,166,100
Government transfers	1,470,100	889,200	889,200	889,200	889,200
Water utility - revenue	7,661,700	8,040,900	8,427,500	8,803,200	9,254,200
Sewer enterprise revenue	2,713,100	2,854,700	2,997,200	3,136,700	3,279,900
Contributions and donations	1,665,000	-	-	-	-
Total Revenue	**44,618,900**	**44,283,800**	**46,201,600**	**48,284,100**	**50,357,700**
Expenses					
General government	6,475,000	6,335,300	6,568,900	7,123,400	7,365,500
Protective	12,282,600	12,571,500	13,002,000	13,449,300	13,912,300
Transportation	3,721,200	3,710,100	3,824,200	3,942,400	4,064,200
Environmental development	2,201,900	2,144,200	2,210,600	2,278,700	2,349,300
Parks	1,548,300	1,598,300	1,648,600	1,700,200	1,753,200
Projects and initiatives	1,405,500	811,900	350,000	142,500	145,000
Water utility	6,561,700	6,865,900	7,177,500	7,507,700	7,854,200
Sewer enterprise	1,197,100	1,234,700	1,272,200	1,311,700	1,352,900
Amortization	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Total Expenses	**38,693,300**	**38,571,900**	**39,354,000**	**40,755,900**	**42,096,600**
Accounting surplus (deficit)	**5,925,600**	**5,711,900**	**6,847,600**	**7,528,200**	**8,261,100**
Reserves, Capital and Debt					
Capital expenditures	(28,436,800)	(58,632,900)	(37,605,900)	(9,312,100)	(7,843,600)
Debt	(1,152,600)	(1,704,100)	(3,288,600)	(3,977,700)	(4,215,600)
Equity for amortization	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Reserves used for capital	27,519,000	31,578,800	24,551,000	6,792,100	5,323,600
Reserves used for capital-Debt	617,900	1,250,800	2,835,300	3,524,400	3,762,300
Reserves used for operating	895,100	223,300	210,200	390,700	381,800
Reserves and surplus used for projects	1,204,400	811,900	350,000	142,500	145,000
Debt proceeds	-	27,000,000	13,000,000	2,500,000	2,500,000
Transfer to reserves	(9,846,600)	(9,539,700)	(10,199,600)	(10,888,100)	(11,614,600)
Total Budget for the Year	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Appendices

These appendices outline the Strategic Implementation Plan by non-capital projects start year, and also detail the Workforce Plan funding sources. Additionally, changes made to the 2024 Financial Plan are presented.

APPENDIX A: Strategic Implementation Plan (SIP) – Projects (Non-Capital)

2024-2027 Strategic Implementation Plan

Start	Project	Target	Project Areas Impacted					
2022	Oil to Heat Pump Program	2026		●			●	●
2022	Complete Service Agreement Renewal with First Nations	2026			●			●
2022	Work in partnership with the SȾÁUTW and W̱ JOŁEŁP First Nations to advance SENĆOŦEN place naming in locations of cultural significance	2026	●		●			
2022	FireSmart Program	2026			●		●	●
2023	Develop strategy for renewal of redevelopment of Municipal Facilities	2025	●	●			●	●
2023	Develop and implement a Central Saanich focused Customer Service Strategy	2026			●			●
2023	Conduct accessory dwelling unit review on ALR and Rural Lands	2024	●		●			
2024	Develop a public engagement framework and policy	2027			●			●
2023	Water Usage Review	2026					●	●
2023	Update the Parks and Trails Master Plan	2026	●		●		●	
2023	Update the Official Community Plan Development Permit Guidelines	2026		●			●	
2023	Advance bylaw, policy and land use changes to support economic development and childcare	2024			●	●		

2024-2027 Strategic Implementation Plan Continued

Start	Project	Target	Project Areas Impacted					
2023	Implement Wayfinding Strategy	2024	●		●			
2023	Implement e-Apply and Our City to streamline development applications	2025	●	●				●
2024	Develop a coordinated service delivery model for recreation facilities on the Saanich Peninsula in partnership with the Peninsula Recreation Commission	2025			●			●
2024	Facilitate the development of a satellite office for Beacon Community Services in Central Saanich	2024			●			●
2024	Develop a Corporate Diversity, Equity and Inclusion Framework and integrate into District's plans, processes and policies	2025			●			●
2024	Modernize and maintain a comprehensive Occupational Health and Safety (OH&S) Framework ensuring a strong workplace safety culture	2026			●			●
2024	Develop a Municipal Operations Energy and Emissions Strategy	2025	●				●	
2024	Continue to build a robust organizational learning culture with internal and external opportunities for staff development	2025			●			●
2024	Update bylaw enforcement procedures to permit mailed notices, including streets and traffic	2025						●
2024	Execute EV and Ebike Regional Public EV Charging Stations	2025	●				●	
2024	Establish a natural assets inventory and management plan	2026	●			●	●	
2024	Develop an expanded home retrofit program	2030	●				●	

2024-2027 Strategic Implementation Plan Continued

Start	Project	Target	Project Areas Impacted					
2024	Accessibility Plan Implementation: Source and deliver training on accessibility to all employees, and to relevant communication staff	2026	●		●			●
	Accessibility Plan Implementation: Review HR practices for accessibility, including: Accommodation plan & policy development, recruitment and hiring, mental health, safety emergency evaluation plans, and consultation with staff through DE&I Committee	2026	●		●			●
	Accessibility Plan Implementation: Develop and distribute additional resources and tools for community members, including for Emergency Services and Events	2026	●		●			●
	Accessibility Plan Implementation: Technology and resources to increase meeting accessibility	2026	●		●			●
2024	Age-Friendly Community Plan Implementation: Promote awareness and accessibility of existing services and champions	2027	●		●			
	Age-Friendly Community Plan Implementation: Establish check-in system for vulnerable adults	2027	●		●			
	Age-Friendly Community Plan Implementation: Encourage the development of resilient housing, both new and retrofits	2027	●		●		●	
	Age-Friendly Community Plan Implementation: Continue efforts and review plans for current and future active transportation projects with age-friendly lens (Plan Item #7, 8)	2027	●		●			

2024-2027 Strategic Implementation Plan Continued

Start	Project	Target	Project Areas Impacted					
2024	Update Sewer Master Plan	2026	●				●	●
2024	Update Water Master Plan	2026	●				●	●
2024	Develop MOU with neighbouring First Nations	2026			●			
2024	Develop and implement GIS system	2025	●	●	●		●	●
2024	Bridge Inspections	2025	●		●			●
2024	Dock Assessments	2030						●
2024	Implement non-infrastructure portions of Active Transportation, including policy, communications and education	2025	●		●		●	
2024	Update Transportation Master Plan	2026	●		●		●	●
2024	Update Integrated Stormwater Management Plan	2027	●				●	●
2024	Develop a Fire Department Master Plan	2025	●				●	●
2024	Implement Zero Carbon and Energy Step Code	2025		●			●	
2024	Implement Maber Flats Management Plan including hydrology and wetland restoration	2026	●			●	●	
2024	Undertake a Climate Change Risk and Vulnerability Assessment and develop implementation plan	2026	●				●	●
2024	Review and update of Emergency Response Plan	2026	●				●	●
2024	Indigenous Engagement Requirements Funding Program Planning & Implementation for EDMA	2026			●	●	●	●
2025	Develop a health and wellness program for our first responders	2027			●			●

2024-2027 Strategic Implementation Plan Continued

Start	Project	Target	Project Areas Impacted					
2024	Provincial Housing Initiatives Implementation	2026		●				●
2024	Update Building Bylaw with new Building Code requirements	2026	●	●			●	
2024	Community Amenities and Art	2030	●		●	●		
2024	Develop and deliver ongoing Road Safety Campaign	2025	●		●		●	
2025	Review and enhance recruitment processes for Paid on Call firefighters	2025			●			●
2025	Coordinate an Emergency Operations Centre fullscale exercise scenario with mutual aid and PEMO partners	2026			●		●	●
2025	Develop Student Employment Program	2025						●
2025	Management Compensation Review	2029						●
2025	Conduct employee survey to measure employee satisfaction, including accessibility and DEI	2029			●			●
2025	Redevelop property/housing section of website	2026		●		●		
2025	Next Gen 911 Public Education	2026						●
2025	Comprehensive Zoning Bylaw Update	2026		●		●		
2025	Explore Keating Land Use Option (South Keating)	2026		●				
2025	Saanich Inlet Management: Brentwood Bay Initiative and Marine Waste Pumpout	2030	●		●		●	
2026	Phase 2 of Sharepoint for Business and Process Automation Systems	2027	●					●

2024-2027 Strategic Implementation Plan Continued

Start	Project	Target	Project Areas Impacted					
2026	Explore Keating Land Use Options (North Keating)	2026		●				
2026	75th Anniversary	2026						
2026	Accessibility Plan Update and Implementation 2027-2030: Focus on Parks and Trails Accessibility Standards	2030			●		●	●
2026	Develop Economic Development and Tourism Website	2027				●		
2026	Asset Management Plan, ACC Bylaw, and DCC Bylaw Update	2027	●					●
2026	From Service Reviews to Strategic Implementation: Strengthening IP&R (2026–2028): Strategic Plan and Integrated Resource and Reporting Plan	2028			●			●
2026	From Service Reviews to Strategic Implementation: Strengthening IP&R (2026–2028): Business Process Improvement and Service Review	2028			●			●
2026	From Service Reviews to Strategic Implementation: Strengthening IP&R (2026–2028): Community Satisfaction Survey, and Engagement on Strategic Plan	2028			●		●	●
2026	Information Technology Master Plan	2028						●
2026	PEMO Service Review	2027					●	
2026	Yard Waste Removal Background Study	2026					●	
2026	Parking Regulation Review and Update	2026	●	●				●
2026	Engineering Standards Update	2026	●		●		●	●
2027	Business and Agriculture Wayfinding Signage Program	2027	●			●		

2024-2027 Strategic Implementation Plan Continued

Start	Project	Target	Project Areas Impacted					
2027	Citizen Survey	2027			●			
2027	Update Tree Management Bylaw	2027					●	
2027	Update Climate Leadership Plan	2027					●	
2027	Environmental Monitoring Program	2027				●	●	
2027	Develop a solid waste GHG reduction program	2027					●	
2027	Records Digitization Strategy	2027	●		●			●
2027	Complete feasibility study for a potential Business Improvement Area	2027	●		●	●		
2027	Update Agricultural Area Plan Update	2028				●	●	
2027	Deliver community education on Bylaw and bylaw enforcement processes	2027						●
2027	Advance an Advocacy Strategy for strategic pursuit of Council's priority areas	2027						●
2028	Achieve Certificate of Recognition certification through WorkSafe BC	2028			●			●
2028	District Lands Analysis	2029		●				●

☐ Funded through Reserve ☐ Funded through Grants (at least in part)

APPENDIX B: Workforce Plan Funding Sources and Detail

Funding Source: Taxes

Department	Capacity Shortfall / Gap	2025***	2026	Business Need
Administration	Administrative Support	0.5		2024 increase approved (1 FTE) to address business as usual (BAU)** backlog
Administration	OHS and Disability Management	1		Ensure compliance is met and best practices are adopted in the area of corporate occupational health and safety and disability management.
Engineering	Roads Labour	1		To support BAU backlog.
Engineering	Student Internship		0.3	To address significant BAU backlog and incremental increase in service delivery.
Fire	Fire Inspection and Prevention	1		To address BAU inspection backlog and incremental service increase for climate mitigation and emergency response.
Fire	Career Firefighters	1.6		To support the delivery of the current level of service with cost neutral budget implications. Hired in September 2025, full year cost compliment in 2026.
Police	Administrative Support		0.6	To address significant BAU backlog and incremental increase in service delivery.
Police	Communications Contractor		0.75	To address significant BAU backlog and incremental increase in service delivery.
Police	Other Administrative Support			Crime Analysis, Professional Standards, increase additional 600 hours and Caual front desk increase additional 150 hours.
Total Full Time Equivelent (FTE)		**5.1**	**1.65**	
Total Cumulative Annual Funding*		**$463,000**	**$632,700**	

Funding Source: Surplus

Department	Capacity Shortfall / Gap	2025***	2026	Business Need
Administration	Administrative Support			Same position as above (April 1, 2024 to May 31, 2025 as a 0.5 FTE funded from surplus) 1.0 FTE June 1, 2025 funded then from taxes.
Administration	Summer Student Program		0.3	To address significant BAU backlog and incremental increase in service delivery.
Engineering	Facilities Project Coordinator	0.25		Position funded partly by surplus for operating duties and capital reserves for capital duties.
Engineering	Summer Student Program		0.9	To address significant BAU backlog and incremental increase in service delivery.
Finance & IT	Deputy Director	0.25		Position funded partly by surplus for operating duties and capital reserves for capital duties. Moved to Facilities Capital for 2026
Total Full Time Equivelent (FTE)		**0.5**	**1.2**	
Total Cumulative Annual Funding*		**$54,300**	**$70,300**	

Funding Source: Grant

Department	Capacity Shortfall / Gap	2025***	2026	Business Need
Corporate Services	Communications Specialist - Climate			To address BAU backlog and incremental increase for Climate Mitigation and Response for public education activities. Position to be renewed as Provincial grant funding continued.
Total Full Time Equivelent (FTE)		**0**	**0**	
Total Cumulative Annual Funding*		**$93,700**	**$138,400**	

Funding Source: Increased Permit Revenue

Department	Capacity Shortfall / Gap	2025***	2026	Business Need
Planning	Planning Technician and Building Inspection			To support BAU backlog and significant increase in development services.
Total Full Time Equivelent (FTE)		**0**	**0**	
Total Cumulative Annual Funding*		**$158,300**	**$167,900**	

Funding Source: Capital

Department	Capacity Shortfall / Gap	2025***	2026	Business Need
Finance & IT	Deputy Director	0.75		Position funded fully by capital reserves for capital duties. (Temporary Faciliaties Redevelopment Project)
Engineering	Facilities Project Coordinator	0.75		Same position as above. Funded by taxes & surplus for operating duties and capital reserves for capital duties.
Engineering	Facilities Project Coordinator		1	Position funded fully by capital reserves for capital duties. (Temporary Faciliaties Redevelopment Project)
Engineering	Facilities Project Manager		0.75	Position funded fully by capital reserves for capital duties. (Temporary Faciliaties Redevelopment Project)
Total Full Time Equivelent (FTE)		**1.5**	**1.75**	
Total Cumulative Annual Funding*		**$172,400**	**$427,300**	
Total FTE = 11.7		**7.1**	**4.6**	
Total Annual Cost		**$941,700**	**$1,436,600**	

* Annual funding is total cumulative cost (not new)
**Business as Usual (BAU) is an umbrella term that covers all standard, day-to-day business operations. Separate from the Workforce Plan, two temporary Business analyst funded through Surplus for Project Based Work & Site Attendant (Capital)
*** Adjustment to reflect changes in reporting structure and the reclassification of funding sources Adjustments for the 2025 fiscal year including compostion of funding implications.

Central Saanich

centralsaanich.ca

Appendix C: New Civic Facility: 10-year Lifecycle Cost Overview

Municipal Complex	**Current Financial Plan**					**Future Financial Plan**				
	2026	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**
Materials & supplies	9,900	10,100	10,300	10,500	10,700	10,900	11,100	11,300	11,500	11,700
Equipment & tools	3,100	3,200	3,200	3,300	3,400	3,500	3,600	3,700	3,800	3,900
Buildings Insurance	80,100	84,100	88,300	92,700	97,400	102,000	107,000	112,000	118,000	123,000
Utility charges *(note 1)*	66,000	67,300	68,700	70,000	71,400	42,400	44,000	45,500	47,000	48,700
Equipment rentals	1,500	1,500	1,500	1,500	1,500	1,700	1,700	1,700	1,700	1,700
Contracts (Repair & Maintenance) *(note 2)*	30,000	40,000	50,000	50,000	50,000	58,500	58,500	58,500	60,000	60,000
Custodial *(note 3)*	70,000	73,500	77,200	81,000	85,100	99,600	104,600	110,000	115,500	121,000
Total	**260,600**	**279,700**	**299,200**	**309,000**	**319,500**	**318,600**	**330,500**	**342,700**	**357,500**	**370,000**
		7%	7%	3%	3%	0%	4%	4%	4%	3%
Debt Servicing Costs	-	546,000	1,784,000	2,235,000	2,235,000	2,235,000	2,235,000	2,235,000	2,235,000	2,235,000

Notes:

1. According to the District's Integrated Energy Audit Report completed in November 2024, the current building consumes 411,000 kWh annually, resulting in total costs of $40,000. The report identifies solutions to reduce this consumption by half, involving conversion to a full variable refrigerant flow (VRF) system, although this would require significant capital investment estimated at $3.2 million.

The anticipated performance of the new civic facility is estimated at 20–30 kWh/m^2 per year, equating to 92,000–138,000 kWh overall, with total annual costs projected at $9,000–$13,000. This represents potential annual savings of $27,000–$31,000

2. The new civic facility will include two elevators, each requiring a preventative maintenance operating agreement. Based on costs at Fire Station 1, the estimated annual expenses are projected to be between $8,000 -$9,000.

3. With the increase in building size, the estimated annual expenses for janitorial costs are projected to increase by $14,000 -$15,000.

Building Maintenance Costs

During the first few years after substantial completion, annual costs are at their lowest relative point in the building's lifecycle. Most major components remain under warranty, and minimal corrective maintenance is required. Maintenance expenditures in this period primarily consist of routine inspections and minor corrective work identified through post occupancy commissioning.

Between years five and ten, the building enters a period where early wear becomes more visible. Warranties begin to expire, and minor component replacements can be expected, although anticipated to be less than $40,000 per year. Common cost drivers include controls recalibration, flooring repairs, hardware replacement, and increased mechanical servicing.

After 10 years, the building transitions into a renewal phase. Certain components—such as HVAC subcomponents (pumps, valves), finishes, and any specialized equipment—begin reaching the end of their initial service life. Planned renewal of these items are critical for budgets and should start with the inclusion of these items in the District's 2027 AMP renewal.

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: Five Year Financial Plan Bylaw No. 2265

RECOMMENDATION(S):

1. *That Five Year Financial Plan Bylaw No. 2265, 2026 be introduced and given First Reading.*
2. *That Five Year Financial Plan Bylaw No. 2265, 2026 be read a second time.*
3. *That Five Year Financial Plan Bylaw No. 2265, 2026 be read a third time.*

PURPOSE:

To adopt the Five-Year Financial Plan Bylaw No. 2265, 2026

BACKGROUND:

Council recommended approval of the 2026-2030 Draft Financial Plan with amendments at the meeting of April 8th, 2026 and directed that the Financial Plan Bylaw be prepared and brought forward to Council for adoption.

The attached Financial Plan bylaw incorporates the Draft Financial Plan and adjustments noted at the April 8, 2026 Special (Open) Council Meeting and previous staff report on this agenda and has been translated into bylaw format in the attached 2026-2030 Financial Plan Bylaw No. 2265.

The 2026 average home tax increase is 7.37% or $205. The 2026 budget maintains essential services such as Police, Fire, Water, Sewer, Drainage and Roads, and includes financial strategies for both replacement and new infrastructure.

DISCUSSION:

Adoption of the Five-Year Financial Plan Bylaw No. 2265, 2026 will provide the necessary spending authority for 2026 that is required by the Community Charter.

Property tax rates have also been established and are the subject of a subsequent report with Council approval of the Financial Plan Bylaw as presented.

CONCLUSION:

Staff recommend that Financial Plan Bylaw No. 2265, 2026 be adopted.

Respectfully written and submitted by:	Kristin Tryon, Chief Financial Officer, Director of Financial and Technology Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Five Year Financial Plan Bylaw No. 2265, 2026

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2265

A bylaw to adopt a Five Year Financial Plan for the period 2026 to 2030, inclusive.

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

1. Schedules "A" and "B" attached to and forming part of this Bylaw are declared to be the Five Year Financial Plan of the Corporation of the District of Central Saanich for the years 2026-2030, inclusive.

2. It shall be lawful for the Director of Financial Services to pay from time to time the amounts which become necessary to fund the services and debt requirements mentioned in Schedule "A", attached to and forming part of this bylaw.

3. No transfers from one Department to another, or from Operation to Capital Expenditures, shall be made without the approval of the Municipal Council.

4. All payments from Municipal Revenue for the current year made prior to the passage of this Bylaw are hereby ratified and confirmed.

5. This Bylaw may be cited for all purposes as the **"Five Year Financial Plan Bylaw No. 2265, 2026".**

READ A FIRST TIME this	day of	2026.
READ A SECOND TIME this	day of	2026.
READ A THIRD TIME this	day of	2026.
ADOPTED this	day of	2026.

_____
Ryan Windsor
Mayor

_____
Emilie Gorman
Director of Corporate Services/Corporate Officer

Schedule "A"

"Five Year Financial Plan Bylaw No. 2265, 2026"
The Corporation of the District of Central Saanich
2026 – 2030 Five Year Financial Plan

	2026	2027	2028	2029	2030
Revenue					
Municipal property taxes	$ 25,804,500	$ 27,232,000	$ 28,545,300	$ 30,005,600	$ 31,434,000
Grants in lieu of taxes	368,700	374,400	380,400	386,700	393,300
Sale of services	2,670,300	2,736,400	2,802,400	2,870,400	2,941,000
Permits, licenses and interest	2,265,500	2,156,200	2,159,600	2,162,800	2,166,100
Government transfers	1,470,100	889,200	889,200	889,200	889,200
Water utility - revenue	7,661,700	8,040,900	8,427,500	8,832,700	9,254,200
Sewer enterprise revenue	2,713,100	2,854,700	2,997,200	3,136,700	3,279,900
Contributions and donations	1,665,000	-	-	-	-
Total revenue	44,618,900	44,283,800	46,201,600	48,284,100	50,357,700
Expenses					
General government	$ 6,475,000	$ 6,335,300	$ 6,568,900	$ 7,123,400	$ 7,365,500
Protective	12,282,600	12,571,500	13,002,000	13,449,300	13,912,300
Transportation	3,721,200	3,710,100	3,824,200	3,942,400	4,064,200
Environmental development	2,201,900	2,144,200	2,210,600	2,278,700	2,349,300
Parks	1,548,300	1,598,300	1,648,600	1,700,200	1,753,200
Projects and initiatives	1,405,500	811,900	350,000	142,500	145,000
Water utility	6,561,700	6,865,900	7,177,500	7,507,700	7,854,200
Sewer enterprise	1,197,100	1,234,700	1,272,200	1,311,700	1,352,900
Amortization	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Total expenses	38,693,300	38,571,900	39,354,000	40,755,900	42,096,600
Accounting surplus (deficit)	5,925,600	5,711,900	6,847,600	7,528,200	8,261,100
Reserves, Capital and Debt					
Capital expenditures	$ (28,462,800)	$ (58,686,900)	$ (37,605,900)	$ (9,312,100)	$ (7,843,600)
Debt	(1,152,600)	(1,704,100)	(3,288,600)	(3,977,700)	(4,215,600)
Equity for amortization	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Reserves used for capital	27,519,000	31,632,800	24,551,000	6,792,100	5,323,600
Reserves used for capital-Debt	617,900	1,250,800	2,835,300	3,524,400	3,762,300
Reserves used for operating	895,100	223,300	210,200	390,700	381,800
Reserves and surplus used for projects	1,204,400	811,900	350,000	142,500	145,000
Debt proceeds	-	27,000,000	13,000,000	2,500,000	2,500,000
Transfer to reserves	(9,846,600)	(9,539,700)	(10,199,600)	(10,888,100)	(11,614,600)
Total Budget for the Year	-	-	-	-	-

Schedule "B"

"Five Year Financial Plan Bylaw No. 2265, 2026"

Corporation of the District of Central Saanich
2026 – 2030 Five Year Financial Plan

Revenue, Tax and Permissive Exemption Policy Disclosure

Proportion of Total Revenue:

Property Taxes	57.83 %
Fees and Charges	29.86 %
Other Sources	12.31 %
Total	100.00%

The Municipality will continue to pursue revenue diversification wherever possible with the objective of maintaining a reasonable tax burden by maximizing other revenue sources and balancing the burden with user fees and charges where feasible.

Distribution of Property Taxes:

Residential	78.82 %
Utilities	0.13 %
Light Industry	2.75 %
Business	17.26%
Recreation/Non-Profit	0.88 %
Farm	0.16 %
Total	100.00 %

The Municipality will continue to set tax rates to ensure tax stability by maintaining the proportionate relationship between classes and uniform annual tax increases, consistent with the previous year's approach.

Permissive Tax Exemption:

The Municipality recognizes that there are organizations in the community, which enhance the quality of life by providing worthwhile programs and services. It is in the best interest of the community that these continue. Given the lack of resources for some of these organizations, the municipality can support the community by providing a limited level of merit based grants and permissive tax exemptions each year. The Municipality cannot be expected to support those organizations the provide services which are in the area of responsibility held by senior levels of government. The annual approval process is governed by the Municipality's policy - Permissive Tax Exemption Policy 11.FIN.

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: Tax Rates Bylaw No. 2266 2026

RECOMMENDATION(S):

1. *That Tax Rates Bylaw No. 2266, 2026 be introduced and given first reading.*
2. *That Tax Rates Bylaw No. 2266, 2026 be read a second time.*
3. *That Tax Rates Bylaw No. 2266, 2026 be read a third time.*

PURPOSE:

To adopt 2026 property taxation rates.

BACKGROUND:

Council has given three readings to the Financial Plan Bylaw No. *2266, 2026*.

Once the financial plan bylaw is approved, an annual tax rates bylaw is required each year to levy taxation for Municipal, Regional District and Regional Hospital purposes. Adoption of the tax rates bylaw is required before May 15, 2026.

DISCUSSION:

The Municipal tax rates are based on the revenue requirements and taxation principals set out in the 2026 Five Year Financial Plan approved by Council.

The Regional District and Regional Hospital District rates are based on Central Saanich requisitions approved by the CRD and CRHD Boards. CRD rates for sewer treatment are levied only on those properties within the Sewer Enterprise Area #1.

Tax Rates are set using the most recent BC Assessment Authority Assessment Roll for 2026 (Revised Roll) and a combination of municipal and provincially mandated tax multiples.

CONCLUSION:

Staff recommend that Tax Rates Bylaw No. *2266, 2026* be introduced, and given three readings.

Report written and submitted by:	Kristin Tryon, Chief Financial Officer, Director of Finance and Information Technology
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Tax Rates Bylaw No. *2266, 2026*

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2266

A Bylaw to Levy Tax Rates for Municipal, Hospital and Regional District Purposes for the Year 2026.

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

1. The following rates are hereby imposed and levied for the year 2026:

   (a) For all lawful general purposes of the Municipality on the assessed value of land and improvements taxable for General Municipal purposes, rates in Column 'A' 'B' 'C' and 'D' of the Schedule attached to and forming a part of this bylaw.

   (b) For all lawful purposes of the Capital Regional Hospital District on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column 'E' of the Schedule attached to and forming a part of this bylaw.

   (c) For all lawful purposes of the Capital Regional District on the assessed value of lands and improvements taxable for General Municipal purposes, rates appearing in Column 'F' of the Schedule attached to and forming a part of this bylaw.

   (d) For all lawful purposes of the Capital Regional District on the assessed value of lands and improvements taxable for General Municipal purposes on that part of the District of Central Saanich as defined by Sewer Enterprise #1 Bylaw No. 380, as amended, rates appearing in Column 'G' of the attached to and forming a part of this bylaw.

2. The minimum amount of taxation upon a parcel of real property shall be One Dollar ($1.00).

3. This Bylaw may be cited for all purposes as **"Tax Rates Bylaw No. 2266, 2026".**

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/Corporate Officer

Schedule "A"

Tax Rates Bylaw No. 2266, 2026

2026 Tax Rates
(Dollars of tax per $1,000 taxable assessment)

	Property Class	A Municipal General	B Municipal Police	C Municipal Infrastructure and Debt	D Municipal Library	E Hospital District	F Regional District General	G Regional District Sewer
1	Residential	1.183250	0.804300	0.721020	0.132160	0.122500	0.496510	0.313830
2	Utility	6.157650	4.185610	3.752220	0.687760	0.428750	2.583830	1.633180
5	Light Industry	1.698630	1.154630	1.035070	0.189720	0.416500	0.712790	0.450540
6	Business/Other	2.463060	1.674250	1.500890	0.275100	0.300130	1.033530	0.653270
8	Recreation/Non-Profit	2.298210	1.562190	1.400440	0.256690	0.122500	0.964370	0.609550
9	Farm	2.625240	1.784480	1.599710	0.293220	0.122500	1.101600	0.696300

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: 2026 Fees and Charges Bylaw Amendments

RECOMMENDATION(S):

1. *That Central Saanich Fees and Charges Bylaw 2229 be introduced and read a first time,*

2. *That Central Saanich Fees and Charges Bylaw 2229 be read a second and third time,*

BACKGROUND:

The purpose of this report is to provide proposed 2026 changes to the Fees and Charges Bylaw based on the annual review process included in Council Policy 09. Finance User Fees.

In accordance with the policy, each Department was consulted and asked to review its respective fees and charges and identify recommended amendments to reflect current service delivery, administrative practices, cost‑recovery objectives, and legislative requirements.

The Fees and Charges Bylaw was previously amended April 28th, 2026.

In addition, Council considered the proposed 2026 water and sewer utility budgets on March 31, and staff have included the 2026 rates in the bylaw revisions. In order to process interim and first trimester utility bills using the new rates for 2026, approval of rates is required in April.

DISCUSSION:

In accordance with Policy 09. Fin User Fees, the District performs an annual review process of the User Fee and Charges Bylaw, whereby each Department is consulted and asked to provide recommendations for amendments to the bylaw.

By updating fees on a periodic basis, changes are smoothed rather than having uneven impacts after several years. Comparing to public need and local practice also helps to ensure that the appropriate quality and price point of the service continues to meet actual demand. This benchmarking of individual fees and charges with those charged by comparable or neighboring local governments provides context when setting rates and service levels.

The proposed 2026 Fees and Charges amendments include a combination of:

- Updates to water and sewer rates both representing increases from 2025.

- Housekeeping and administrative adjustments, such as clarifying language, restructuring fees, or removing fees where administration is no longer justified;
- Cost-recovery amendments, where fees are introduced or adjusted to better reflect staff time, regulatory review, or inspection effort;
- Fee additions, where services are provided but not previously reflected in the bylaw; and
- Fee removals, where revenues are minimal and do not justify ongoing administration.

Most fees remain the same, with some restructured for convenience, reduced or streamlined, and others increased for cost recovery or benchmarking. The attached summary indicates all changes as removals, amendments, or additions.

2026 Budgeted Water and Sewer Rates

The 2026 Water Utility Budget is based on a water rate of $2.214 per cubic metre and a fixed charge of $141 annually. A 6.08% increase over the 2025 rate. For an average residence this would be a combined total of $680 based on a median consumption of 244 cubic metres; a $39 increase over 2026.

The 2026 Sewer Utility Budget is based on a sewer rate of $2.409 per cubic metre. This is an increase of 7.2% and for an average residence or an increase of $29 over 2025 ($432 annually).

The water delivery model and pricing to First Nation communities is being reviewed by the CRD but has not yet been completed. Should this change in 2026, staff will amend the water budget and rates accordingly and bring back to Council for review and approval.

1903 Mount Newton Cross Road – Fee Discounts

As part of the 1903 Mt. Newton redevelopment process, and part of the financial model of the project, the District can waive Building Permit Fees and Development Permit Fees associated with a future development project on the site. Waiving these fees may enable the project to achieve amenities that have been discussed through the civic redevelopment process.

At this time, the proposed amendment would not specifically waive the Building Permit and Development Permit Fees but would instead include a provision in the Fee's and Charges Bylaw that the District can waive these fees through a Council resolution, instead of through the bylaw amendment process.

This approach would signal to proponents that fees may be waived as part of a development proposal and would establish a more streamlined approach for waiving fees through Council. The approach also allows the fee waiver value to be flexible, as no specific fee waiver value is included.

CONCLUSION:

The proposed fees and charges amendments are recommended for Council approval as presented in the amendment summary.

Adoption of the bylaw is recommended.

Report written by:	Kristin Tryon, Chief Financial Officer

Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A - 2026 User Fees and Charges Amendment Summary

Appendix B - 2229 Fees and Charges Amendment Bylaw

2026 USER FEES AND CHARGES AMENDMENT SUMMARY

SCHEDULE 'B'
COMMUNITY SERVICES

Remove:	Lacrosse Box Fees, and; Fieldhouse Shower Fees.
Rationale:	Lacrosse box and fieldhouse shower user fees are being removed as a housekeeping measure. Revenues generated from these fees are minimal and do not justify the administrative effort required to track, collect, and manage the charges.
Amend:	Courts rental fees – change from $5.00 per hour to $6.75 per hour.
Rationale:	Courts rental fees have been updated to improve cost recovery and to align with anticipated Peninsula Recreation rates for similar facilities.
Amend (language only):	Court terminology updated to include Pickleball Courts, renamed as Tennis and Pickleball Courts.
Rationale:	Terminology has been updated to reflect current facility usage and to improve clarity for users.
Amend:	"Registered Charity" replaces "Non-profit" terminology, and "Registered Charity" is newly included alongside "Youth", for no-charge fields and courts rental categories.
Rationale:	This is a housekeeping update to clarify eligibility and ensure consistent terminology across rental categories.

SCHEDULE 'C'
PUBLIC SAFETY

Amend (language only):	Road Race Permit renamed to Road Event Use Permit
Rationale:	Terminology has been updated to reflect a broader range of events occurring on District roads and to improve clarity. No fee changes are proposed.
Amend:	Film Production Permit Fee structure change – • $100 application fee (initial review) • $400 payable at issuance

Rationale:	The application fee supports cost recovery for staff time spent reviewing proposed filming requests prior to permit issuance, while maintaining the same overall permit cost of $500.
Add:	Film Production Permit – Refundable Security Deposit – $500.
Rationale:	Refundable security deposits have been part of the application and permitting process for many years but were not previously reflected in the Fees and Charges Bylaw. These deposits are used solely to recover costs related to damage caused by the permit holder and are otherwise fully refundable upon completion. This amendment is a housekeeping update to reflect current practice.
Add:	Work in Road Allowance Permit (Film Production) – see Schedule 'G', and; Refundable Security Deposit – $250
Rationale:	Where filming activities require use of the road allowance, a Work in Road Allowance Permit is routinely required and charged under another schedule. This amendment clarifies the relationship between film production permits and road allowance requirements and formally includes the associated refundable security deposit. The deposit supports recovery of any costs related to damage within the road allowance and is otherwise fully refundable upon completion. This amendment is a correction and housekeeping update to reflect existing practice.
Add:	False Alarm Response Fee (after three false alarms in a 12-month period) – $200 per response
Rationale:	Repeated false alarms place a significant demand on Fire Department resources and can impact response capacity when concurrent emergency calls occur. Introducing this fee supports cost recovery and acts as a deterrent to encourage timely maintenance and repair of alarm systems, consistent with *False Alarm Bylaw No. 2247*.
Add:	Fire Investigation fee – First two hours at no charge; thereafter $100 per hour.
Rationale:	While many fire investigations can be completed efficiently on site, more complex incidents may require significant staff time, technical review, and follow-up. This amendment supports cost recovery for investigations that exceed routine service levels and is authorized under Section 44 of the *Fire Services Operational Bylaw No. 2259*.

Add: Fire Department Administrative Services fee – First hour at no charge; thereafter $75 per hour.

Rationale: Requests such as records searches, comfort letters, and similar administrative services can require substantial staff time. The fee supports cost recovery when requests exceed a basic service threshold and is authorized under Section 44 of the *Fire Services Operational Bylaw No. 2259*.

Add: Fire Safety Plan Review fee – First two hours at no charge; thereafter $75 per hour.

Rationale: Fire safety plans prepared by third parties generally require minimal review; however, plans prepared by applicants often require extensive staff time to ensure compliance with the BC Fire Code. This amendment supports cost recovery for more time-intensive reviews and is authorized under Section 44 of the *Fire Services Operational Bylaw No. 2259*.

Add: Second and Subsequent Fire Inspections fee – $120 per inspection.

Rationale: Re-inspections require additional staff time where deficiencies remain outstanding following an initial inspection. The fee provides a cost recovery mechanism and encourages timely compliance and is authorized under Section 36 of the *Fire Services Operational Bylaw No. 2259*.

Add: Special Request for Inspection fee – $120.

Rationale: Special inspection requests outside the regular inspection program require additional staff resources. This fee supports cost recovery for ad hoc inspection requests and is authorized under Section 44 of the *Fire Services Operational Bylaw No. 2259*.

Add: Inter-Agency Reimbursement Rate standby fee (Office of the Fire Commissioner) – At cost, based on Inter-Agency Reimbursement Rates.

Rationale: Where Fire Department resources must remain on scene due to delayed property access and no lockbox availability, this amendment enables recovery of standby costs in accordance with established inter-agency reimbursement rates and is consistent with Section 4(1)(d) of the *False Alarm Bylaw No. 2247*.

SCHEDULE 'E'
ENVIRONMENTAL

Add:	Soil Tipping fee – $150 per truckload.
Rationale:	As part of the municipal yard redevelopment, the District is accepting soil deposited on the yard site. Managing deposited soil requires staff time, introducing a soil tipping fee allows the District to recover these costs.

SCHEDULE 'F'
DEVELOPMENT APPROVALS

Add:	Plan Change Request fee – $150.
Rationale:	Plan changes are increasingly common due to changing economic conditions and site constraints. These requests require staff time to review, administer, and obtain approval. The fee supports cost recovery for this work.
Add:	Planning Application Fee (Initial Review – Online) – $300.
Rationale:	This fee supports cost recovery associated with the introduction of online planning applications (EApply), including initial zoning review, OCP analysis, and confirmation of application completeness and required supporting documentation.
Amend (language only):	Replace terminology related to "Small Scale Multi-unit Housing" into "Residential Use – 1 to 4 dwelling units" and "Multiple Dwelling and Townhouse" into "Residential Use – 5 or more dwelling units".
Rationale:	This housekeeping amendment improves clarity by eliminating overlapping or potentially confusing terminology and aligning descriptions with current land-use practices.
Add:	Development Permit and Development Variance Permit Discounts - 1903 Mount Newton Cross Road development project – Through resolution of Council, up to 100% discount on fee.
Rationale:	This amendment allows Council to waive fees for the 1903 Mount Newton Cross Road redevelopment by resolution, providing flexibility to support project objectives identified through the civic redevelopment process while retaining Council oversight.

SCHEDULE 'G'
DEVELOPMENT APPROVALS – SUBDIVISION

Add:	Final Subdivision Application fee – $150.
Rationale:	Introducing a formal final subdivision application aligns District processes with the Land Title Act requirement to consider applications within 60 days and improves application tracking and service continuity throughout the subdivision process.

SCHEDULE 'H'
RECREATION & FACILITIES

Amend:	Building Permit Energy-Efficient Construction Discount – increase from 25% to 60%.
Rationale:	This amendment reflects Council's direction, as approved at the January 12, 2026 Council meeting, to further encourage energy-efficient construction. The revised discount applies to qualifying Part 9 residential projects and maintains alignment with the District's sustainability objectives.
Amend:	Reinspection fee – Increase from $50 to $100.
Rationale:	Reinspection fees are only charged after multiple unsuccessful inspections. The increase reflects staff time required for repeated site visits and aligns with cost recovery practices in other jurisdictions.
Amend:	Building Permit Renewal fees – change from $100 to; • $150 base renewal fee • $300 renewal fee for projects at $500,000 or greater initial construction value.
Rationale:	Permit renewals require tracking, correspondence, and status inspections. Larger or more complex projects typically require additional staff time, and the amended fee structure better reflects this effort.
Add:	Alternative Solution Review fee – $300.
Rationale:	Alternative solutions to the BC Building Code can require extensive technical review by staff. This amendment supports cost recovery for complex and time-intensive reviews and does not imply acceptance or approval of the proposal.
Amend (clarification):	Plan Change Request fee – applicability to building permit amendments (see Schedule 'F')

Rationale: The Plan Change Request Fee, referenced in Schedule 'F', applies to both planning permit amendments and building permit changes after a permit has been issued. Both types of changes can require significant staff time to review and administer. This amendment clarifies applicability and supports cost recovery.

Remove: Building Move Permit fee.

Rationale: The Building Move Permit fee is related to building moves; the fee is removed to avoid confusion. While a permit is not issued solely for moving a building, placing a building on a property requires a building permit and associated approvals. This is a housekeeping amendment to reflect existing practice.

Add: Building Permit Discounts - 1903 Mount Newton Cross Road development project – Through resolution of Council, up to 100% discount on fee.

Rationale: This amendment allows Council to waive fees for the 1903 Mount Newton Cross Road redevelopment by resolution, providing flexibility to support project objectives identified through the civic redevelopment process while retaining Council oversight.

SCHEDULE 'J'
UTILITIES

Amend: Water consumption – per cubic meter – change to $2.214 per cubic meter from $2.054 per cubic meter.

Rationale: To increase rates required in the 2026 budget submission.

Amend: Agricultural Residential Rate - first 456 cubic metres – change to $2.213 per cubic meter from $2.054 per cubic meter.

Rationale: To equal water consumption rate.

Amend: Water consumption Leak Rate – per cubic meter – change to $1.3593 per cubic meter from $1.2575 per cubic meter.

Rationale: To equal CRD Saanich Peninsula 2026 bulk water rate.

Amend: Sewer User Charge - change to $2.4088 per cubic meter from $2.2440 per cubic meter.

Rationale: To increase rates required in the 2026 budget submission.

SCHEDULE 'A'
GENERAL AND ADMINISTRATIVE

Item	Fee
All Departments - General Administrative	
Photocopies - First 3 Free - each additional side Letter or legal size - Black and White	$0.50
Photocopies - First 3 Free - each additional side Letter or legal size - Black and White	$0.50
Photocopies - First 3 Free - each additional side 11*17 size - Black and White	$1
Photocopies - each side Letter or legal size - Colour	$1
Photocopies - each side 11*17 size - Colour	$2
Photocopies of Special or Bound reports	At cost
Research and copying (after first 15 minutes)	$15 per 15 minutes
Research and copying (each subsequent hour)	$60 per hour
Offsite Document Retrieval Fee	At cost
Courier or shipping charges	At cost
List of Electors (Printed or electronic)	First one free for nominee then $30
Finance Administrative	
Certificate of Taxes	$30
Taxation Information - Electronic	$200
Outstanding invoice account interest	1.5% per month compounded
Returned Cheque Service charge	$25
Wire Transfer Fee	$25
Annual Budget - Printed	Photocopy Rates
Copy of Tax or utility statement	$10 per statement
Business licence Reports	$35 per copy
Engineering Administrative	
Engineering Drawings	$12 per print
Planning and Building Administrative	
Official Community Plan Bylaw (Printed and Bound)	$50
Land Use Bylaw (Printed and Bound)	$50
Zoning Map	$20
Oversize building Drawings (Offsite printing)	$40 plus blueprint costs
Property File Information Requests	$50
Site Profile	$50
Administrative fee to discharge a Section 57 Notice on title	$500
Address change for building	$250

SCHEDULE 'B'
COMMUNITY SERVICES (Parks, Playgrounds and Facility Rentals)

Item	Fee		
	Per Hour	Per Day	Per Season
Fields (Baseball, Softball, Soccer)			
Field - Youth and Registered Charity	No Charge	No Charge	No Charge
Field - Adult	$15	$75	$200
Field - Commercial/Corporate	$20	$100	$200
Tennis and Pickleball Courts			
Courts - Youth and Registered Charity	No Charge	No Charge	No Charge
Courts - Adult	$6.75	n/a	n/a
Cancellations	Credit only	n/a	n/a
Special Use Areas			
Special Use Area - Youth and Non Profit	No Charge	No Charge	No Charge
Special Use Area - Adult	$15	$75	n/a
Special Use Area - Commercial/Corporate	$20	$100	n/a
Newman Farm - Photo location	$50	n/a	n/a
Meeting Rooms			
Meeting Room - Youth and Non-Profit	No Charge	No Charge	n/a
Meeting Room - Educational	$15	n/a	n/a
Meeting Room - Private	$30	n/a	n/a
Meeting Room - Commercial	$35	n/a	n/a
Room Set Up and Equipment			
Room set up/clean up	40.00/hr	n/a	n/a
Security Deposit Fee	Min $100 - cost plus 10%		
Authority to Waive if community contributor	Yes	Yes	Yes
Parking			
Island View Beach Parking	n/a	$10	n/a

SCHEDULE 'C'
PUBLIC SAFETY

Item	Fee
Police	
Discharge of shotgun & bowpermit (Police Service)	$25
Crop Protection Permit (includes discharge permit for landowner)	$5
Accident Report (Police Service)	$50
Criminal Record Check (Police Service)	$25
Criminal Record Check - volunteer (Police Service)	No Charge
Fingerprints - Volunteer (Police Service)	No Charge
Criminal Records Review Fingerprints (Police Service)	$25
Criminal Records Review Fingerprints - Volunteer (Police Service)	No Charge
Fire	
Wood Stove Permit	No Charge
Oil/gas storage tank inspection fee - Abovegound	No Charge
Oil/gas storage tank inspection fee - Underground	$50.00 (requires QEP report)
Open Air Burning Permit - Domestic Yard Waste or Agricultural Purpose	No Charge
Open Air Burning Permit - Incinerators	No Charge
Open Air Burning Permit - Category 3 Open Fire	$60
Open Air Burning - Response Costs	At cost per Inter Agency Reimbursement Rates Office of the Fire Commissioner
Family Fireworks Permit	$20
Display Fireworks Permit	$75
Pyrotechnics Permit	$75
Fire Safety Plan Review for Fireworks	$150
Fire Protection Cost Recovery Fee for Fireworks and Firewatch	At cost per Inter Agency Reimbursement Rates Office of the Fire Commissioner
Second and Subsequent Fire Inspections	$120 per visit
Fire Investigation	First 2 hours, no charge. Thereafter, $100 per hour
Fire Safety Plan Review	First 2 hours, no charge. Thereafter, $75 per hour
Fire Department Administrative Services	First hour, no charge. Thereafter, $75 per hour
Special Request for Inspection	$120
False alarm (after 3 false alarms in a 12 month period)	$200 per response
No property reference within 30 minutes and no lockbox available	At cost per Inter Agency Reimbursement Rates Office of the Fire Commissioner

Special Events	
Road Event Use Permit - General local event for Non-Profit/Charity	No Charge
Road Event Use Permit - General local event	$125
Road Event Use Permit - Major Elite Duathalon/Triathalon	$250
Road Event Use Permit - Security Deposit	At cost plus 10% (Minimum $100)
Film Production Permit Application Fee (pre Permit)	$100
Film Production Permit Fee	$400

SCHEDULE 'D'
TRANSPORTATION and MARINE

Item	Fee
Traffic and Highways	
Removal of vehicle to storage - up to 1 ton	$130 + 4.00/km
Removal of vehicle to storage - up to 1 ton - dolly charge	$45.00
Removal of vehicle to storage - 1 ton to 3 tons	$150 + 4.00/km
Storage of vehicle - up to 1 ton	$40 per day
Storage of vehicle - over 1 ton	$80 per day
Drop Fee	$50
Chattels and obstructions - Storage fee	$40 per day
Chattels and obstructions - Removal fee	At cost
Chattels and obstructions - Disposal fee	At cost
Removal of wheel lock - commercial vehicle	$100
Removal of wheel lock - all other vehicles	$75
Commercial Sign - annual maintenance	$65
Commercial Sign - Installation on existing pole	$230
Commercial Sign - Installation on new pole	$350
Marine	
Impoundment	$150
Towing Fee	$200 per hour
Hauling Out Fee	$200 per hour
Placing on blocks/remove from trailer	$200 per hour
Vessel storage cost - per day per foot	$3.50

SCHEDULE 'E'
ENVIRONMENTAL

Item	Fee
Tree Protection and Erosion Control	
Tree Cutting Permit Application Fee	$75
Amendment to Tree Permit	$75
Hazardous Tree	$0
Fee per tree requested for removal (to a maximum of $200)	$25 per tree
Surety for each replacement tree (to a maximum of $10,000)	$500 per tree
Cash-in-lieu of replacement trees required (if owner doesn't provide)	$500 per tree
Cash-in-lieu for replacing District owned/managed trees (Funding ratio is 3 replacement trees for every tree removed)	$750 per tree
Tree removal or damage without permit	$50 per cm of trunk diameter
	Must plant a replacement tree
	$500 surety per tree
Soil Removal and Deposit	
Soil Deposit/Removal Permit Fee up to 1,000CM	$250
Soil Deposit/Removal Permit Fee over 1,000CM	$500
Soil removal or deposit fee	$0.50/CM
Soil removal or deposit fee without permit	$1.00/CM
Soil tipping fee	$150/truckload
Permit Renewal fee	$100
Permit Transfer Fee	$200

SCHEDULE 'F'
DEVELOPMENT APPROVALS

Item	Fee
Development Permits	
Delegated Minor	$800
Residential Use - 1 to 4 dwelling units - Minimum Fee or $200 per proposed lot - whichever is the greater	$2,500(Min)
Residential Use - 5 or more dwelling units - Minimum Fee or $100 per proposed unit - whichever is the greater	$3,100 (Min)
Industrial Commercial	$3,100
Development Permit Discount For Affordable Housing - with Registered Housing Agreement	30% discount on fee
Development Permit and Development Variance Permit Discounts - 1903 Mount Newton Cross Road development project	Through resolution of Council, up to 100% discount on fee.
Development Variance Permit	$2,500
Development Variance Permit Notification Signs	At cost to produce
Heritage Alteration Application	$775
Development Permit Renewal	$400
Amendments to Development Permits, Covenants, Easements, SRW's and Development Agreements	$800
Landscape Deposit relating to Development Approval	125% of cost estimate
Landscape Warranty Deposit	10% of cost estimate
Land Use and Community Plan Amendments	
Residential Use - 1 to 4 dwelling units - Minimum Fee or $360 per proposed lot - whichever is the greater	$3,600 (Min)
Residential Use - 5 or more dwelling units	$4,800
Non Residential or Mixed Uses	$4,800
Zoning Text Amendment Application	$2,500
Official Community Plan Amendment Application	$3,600
Joint OCP Amendment/Rezoning Application	75% of combined fees
Heritage Revitalization Agreement	$3,600
Rezoning/OCP/Heritage - Public Hearing Notification Fee	$1,500
Rezoning/OCP/Heritage - Public Hearing Offsite Location Fee	$5,000
Public Hearing Postponed by Applicant after notifications	$500
Zoning or OCP Amendment Notification Signs	At cost to produce
Board of Variance	
Board of Variance Application	$500
Signs - Board of Variance Sign Deposit	$100
Other Permits and Applications	
Temporary Use Permit (TUP) Farm Camping	50% discount on fee
Temporary Use Permit (TUP) Commercial	$2,500
Temporary Use Permit (TUP) Renewal	$2,000
ALR Exclusion Application	$2,200
ALR Exclusion Application - Public Meeting Notification Fee	$1,500
Liquor/Cannabis Licence Application	$2,500
TUP- ALR Exclusion - Liquor/Cannabis Licence - Public Meeting Notification Fee	$1,500
Sign Permit with Delegated Development Permit	$250
Sign Permit	$125

SCHEDULE 'G'
DEVELOPMENT APPROVALS - SUBDIVISION

Item	Fee
Subdivision	
Subdivision Application Fee , Boundary Adjustments and Lot Consolidations	$1,500 plus $100/lot
Subdivision Administration fee - based on cost of works	4% of cost up to $200,000
Subdivision Administration fee - based on cost of works	3% of cost $200,000 to $500,000
Subdivision Administration fee - based on cost of works	2% of cost over $500,000
Final Subdivision Application Fee	$150
PLA Renewal Fee	$375
Application for Final Approval - Small Subdivision	Included
Application for Final Approval - Large Subdivision	Included
Subdivision Notification Sign	At cost to produce
Strata Conversion Request	$750
Driveway Permit	deposit

SCHEDULE 'H'
BUILDING PERMITS

Item	Fee
Building Inspection	
Building Permit Fees	
Minimum Fee	$150
Portion of construction value up to $100,000	$150 plus 1.30%
Portion of construction value from $100,001 to $500,000	plus 1.20%
Portion of construction value over $500,000	plus 1.00%
Plan Processing Fee (non-refundable; credited against building permit fee)	
Construction value up to $100,000	$100
Construction value from $100,001 to $500,000	$1,000
Construction value over $500,000	$2,500
Building Permit Discounts	
Step Code 4 (Part 9 building, if higher than required)	60% discount on fee
Step Code 5 (Part 9 building, if higher than required)	100% discount on fee
Professional Reliance Discount for Complex Buildings	5% to maximum of $500
Secondary Suite Portion of a Building Permit (within an existing house only)	100% discount on fee
1903 Mount Newton Cross Road development project	Through resolution of Council, up to 100% discount on fee.
Construction Deposit (refundable)	
Construction value up to $100,000	$500
Construction value from $100,001 to $500,000	$1,250
Construction value over $500,000	$1,500
Demolition permit	$500
Miscellaneous Fees	
Blasting Permit	$75
Work started before permit issued	1.5 x Fee
Permit renewal	$150
Permit renewal (for projects at $500,000 or greater initial construction value)	$300
Reinspection	$100
Alternative Solution Review	$300
Special Inspection after work hours (Min 4 hours)	$135/hr
Plan Change Request	See Schedule 'F'
Plumbing Inspection	
Plumbing Permit Fees	
Minimum fee	$50
Per fixture	$20
Hot water tank	$20
Floor drain	$20
Each sump, catch basin, manhole, interceptor	$50
Combined storm, sewer and water for a detached dwelling	$50
Each install of a storm, sewer or water service	$50
Each service capping plus labour equipment and material	$50
Installation of rain water leaders	$50
Irrigation sprinkler system	$50
Backflow protection device (first one)	$50
Each additional backflow protection device	$20
Plumbing for swimming pool	$50
Other equipment not listed	$50
Fire Protection Plumbing Permits	
Each fire protection standpipe	$20

SCHEDULE 'I'
BUSINESS LICENSES

Item	Fee
Business Licensing	
Daily	$35
Home Based Business - Renewals	$0
Home Based Business - New Applications	$50
Home Based Business - Late Renewal Fee	$50
Intermunicipal - Renewals	$0
Intermunicipal - New Applications	$100
Intermunicipal - Late Renewal Fee	$100
Intercommunity - Renewals	$0
Intercommunity - New Applications	$170
Intercommunity - Late Renewal Fee	$170
Farm Based Business - Renewals	$0
Farm Based Business - New Applications	$25
Farm Based Business - Late Renewal Fee	$25
Small Commercial - Renewals	$0
Small Commercial - New Applications	$100
Small Commercial - Late Renewal Fee	$100
Large Commercial - Renewals	$0
Large Commercial - New Applications	$200
Large Commercial - Late Renewal Fee	$200
Non Resident - Renewals	$0
Non Resident - New Applications	$100
Non Resident - Late Renewal Fee	$100

SCHEDULE 'J'
UTILITIES

Item	Fee
Water	
Water Connection Charge	At Cost
Hydrant Connection Charge	At cost plus water use
Fire Protection Connection	$47 per period
Reconnection Fee	$77.50
Billing Change - interim billing	$60
Billing Change - interim Billing on estimated	$30
Billing Change - interim billing at end of period	$30
Basic Water Charge - residential or commercial	$47 per period
Basic Water Charge - multiple residential or commercial per unit	$47 per period
Basic Water Charge - Agricultural	$47 per period
Basic Water Charge - non municipal	$94 per period
Water consumption - per cubic meter	$2.2140
Water consumption Leak Rate - per cubic meter	$1.3593
Regional Agricultural Rate (CRD Program)	$0.2105 per CM
Agricultural Residential Rate - first 456 cubic metres	$2.214 per CM
Agricultural Residential Rate - after first 456 cubic metres	$0.2105 per CM
Community Gardens Water Rate	$0.00
Discount for early payment	10%
Request for meter reading - meter accurate	$77.50
Request for meter reading - meter not accurate	No charge
Senanus Area	
Mt Newton/Senanus Service Connection Fee	$8,075.19
Mt Newton/Senanus water rates	Regular Water Rate
Sewer	
Sewer User Charge - per cubic meter	$2.4088
Sewer Connection Charge	At Cost
Storm Drainage	
Storm Drainage Connection Charge	At Cost

SCHEDULE 'K'
ANIMAL CONTROL

Item	Fee
Dog Licence Fees	
Neutered male	$30
Unneutered male	$45
Spayed female	$30
Unspayed female	$45
Dangerous Dog	$100
Guide or Police Dog	$0
Replacement Tag	$5
Late Payment Penalty	$10
Mailed Dog Tag (Postage and handling)	$4
Fee Reduction if Licensed after July 1	50% after July 1
Impound Fees	
Dog - first	$75
Dog - second	$100
Dog - third	$150
Dog - penalty if also unlicensed	$20
Dog - maintenance each 24hrs	$15
Dangerous Dogs	
Dog - first	$100
Dog - second	$250
Dog - third	$500
Dog - penalty if also unlicensed	$20
Dog - maintenance each 24hrs	$15
Cats	
Cat - impound	$25
Dog - maintenance each 24hrs	$10
Unspayed or unneutered impound	$200
Farm Animal	
Impound	$50
Farm Animal - maintenance each 24hrs	$10
Bird, Fur Bearing Animal, Rodent,Raccoon,Reptile, Skunk or Squirrel	
Impound	$10
Fur etc - maintenance each 24hrs	$10

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: Bylaw Notice Enforcement Bylaw No. 2242 and associated Council Policy

RECOMMENDATION(S):

1. *That Bylaw Notice Enforcement Bylaw No. 2242 be introduced and read a first, second and third time.*
2. *That Council adopt Policy No. 05-PLAN, providing framework for the Bylaw Notice dispute process and screening officer expectations.*

PURPOSE:

To propose a new Bylaw Notice Enforcement Bylaw No. 2242, to allow staff to issue bylaw notices for bylaw contraventions, with a companion Council Policy. An updated Traffic and Highways Bylaw, No. 2241, 2026, and Animal Control Bylaw Amendment, will be presented to Council next month, supporting the implementation of bylaw notices for traffic, animal control and other related contraventions under the Bylaw Notice Enforcement framework.

BACKGROUND:

At the October 27th regular meeting of Council, staff presented an Introduction to the Bylaw Notice Enforcement Regulation, report attached as Appendix A. At that meeting Council adopted the following motion:

> *1. That staff be authorized to prepare a Bylaw Notice Enforcement Bylaw for consideration at an upcoming Council meeting; and,*
>
> *2. That the District request that the Ministry of Attorney General add the District of Central Saanich to the Bylaw Notice Enforcement Regulation to allow staff to utilize Bylaw Notices under the Local Government Bylaw Notice Enforcement Act.*

The province has now added the District of Central Saanich to the list of municipalities permitted to utilize tickets through the Bylaw Notice Enforcement Act, and our proposed bylaw is attached as Appendix B.

DISCUSSION:

The proposed Bylaw Notice Enforcement Bylaw establishes the District's authority to issue bylaw notices for specified contraventions of District bylaws. The bylaw identifies offences, sets out applicable penalties, and outlines the dispute resolution process, including review by a designated screening officer. The screening officer may uphold the bylaw notice, cancel the notice, or enter into a compliance agreement with the alleged offender. Where a dispute is not resolved at the screening stage, the matter may proceed to adjudication in accordance with the provincial adjudication process.

Bylaw Notice Enforcement Bylaw

The Bylaw Notice Enforcement (BN) system provides the District with an administrative enforcement option that is more efficient, timely, and accessible than the court-based Municipal Ticket Information (MTI) system. The BN framework will also be available to the Animal Control Bylaw Officers, currently contracted to the CRD to enforce the District's Animal Control Bylaw. The BN framework allows disputes to be resolved locally through a screening officer and adjudication process, reducing reliance on Provincial Court and providing greater flexibility in achieving bylaw compliance.

The proposed bylaw includes Schedule "A", which sets out the offences and corresponding penalties that may be enforced through bylaw notices. Schedule "A" may be updated from time to time as Council authorizes the inclusion of additional bylaws, such as the Zoning Bylaw, which is currently being updated. To avoid enforcement gaps when bylaws are created, amended, renumbered, or section references change, the BN Bylaw also establishes a standard penalty (between $200 and $400 depending on payment date), enforceable by Bylaw Notice, for a contravention of any District bylaw. This ensures Bylaw Officers retain the authority to take timely enforcement action without requiring immediate bylaw amendments each time legislative changes occur.

The District's Municipal Ticket Information (MTI) Bylaw will remain in place as an alternate method of ticketing for bylaw infractions, and both bylaws can permanently co-exist as bylaw enforcement mechanisms. Given the provincial legislation has a maximum penalty of $500 for Bylaw Notices, the MTI Bylaw may be utilized for violations with larger penalties.

Disputes and Screening Process

People who are served a Bylaw Notice (BN) ticket have the option to pay the penalty, or submit a dispute form, as provided in the provincial regulations. The BN system disputes are initially reviewed by a designated screening officer, and a meeting is arranged with the accused offender, as noted in the 05-PLAN policy attached as Appendix C.

Appendix C also outlines a template for the Compliance Agreement. This agreement can be completed by a screening officer based on the evidence in the case. As drafted, the penalty reduction in the compliance agreement is at the discretion of the screening officer, despite the fines outlined in Schedule A of Bylaw No. 2242. Some other municipalities select a more precise option, such as reducing the fine by half of the original fine.

One benefit of allowing the screening officer discretion over the fine amount is that they could reduce or fully eliminate the fine, while still entering into the compliance agreement. This type of scenario may be beneficial if the person receiving the fine is fully cooperative, and the fine amount would result in financial hardship.

Allowing screening officers more flexibility with compliance agreements and fines will result in a compassionate and fair approach to bylaw enforcement in the District. Compliance agreements are binding for up to one year, after which time any new bylaw infractions could result in a new fine. If the bylaw notice recipient breaches the compliance agreement at any point within the one year term, the screening officer may rescind the agreement, and the fine becomes immediately payable or referred to an adjudicator. If the screening officer upholds the ticket, the violator may still request an adjudication hearing to appeal the decision.

Adjudication Process

District staff will coordinate bylaw notice adjudication scheduling with the Province, and fees will be payable for adjudication services in accordance with provincial requirements. Given the anticipated low volume of adjudications, particularly during initial implementation, these costs are expected to be manageable within existing resources.

The Local Government Bylaw Notice Enforcement Act allows local governments to establish shared adjudication systems through agreement. While the District proposes to proceed independently at this time, opportunities to collaborate with neighbouring municipalities to share adjudication services and costs have been discussed and could be explored in the future if volumes increase.

IMPLICATIONS:

Strategic

The Bylaw Notice system supports the District's strategic priority related to demonstrating organizational effectiveness, specifically to improve internal processes through legislative authority with responsive service delivery by providing a modern and efficient bylaw enforcement tool.

Legislative/Policy

Adoption of the Bylaw Notice Bylaw is authorized under the Local Government Bylaw Notice Enforcement Act and associated regulations. Council adoption of Policy No. 05-PLAN provides procedural clarity and transparency for dispute resolution, screening officer responsibilities, and compliance agreements.

Financial/ Resource

Given the low volume of adjudications anticipated, particularly in the initial implementation phase, any costs associated with adjudication services are expected to be absorbed within the existing Bylaw operating budget. Staff will record and monitor issued bylaw notices, dispute outcomes, and payment status.

There will be minor costs associated with printing tickets, and potential future costs should the District implement the digital tracking system module (Ticketing) add-on to our existing Tempest software platform. If there is an increase above the current bylaw enforcement service level, through expanded or more proactive bylaw enforcement (e.g. time limited or residential only parking programs), there would be an impact on District bylaw enforcement capacity and resources.

Legal/HR

The bylaw and accompanying policy have been reviewed to ensure alignment with provincial legislation and adjudication requirements. Screening officer roles will be fulfilled by existing management positions, and no additional staffing resources are required at this time.

Communications

Should the bylaw be adopted, staff will update public-facing materials and the District website to provide information on bylaw notices, dispute options, and payment processes.

OPTIONS:

Option 1 (recommended):

1. That Bylaw Notice Enforcement Bylaw No. 2242 be introduced and read a first, second and third time.
2. That Council adopt Policy No. 05-PLAN, providing a framework for the Bylaw Notice dispute process and screening officer expectations.

Option 2:

That Council provide alternative direction to staff.

CONCLUSION:

The proposed Bylaw Notice Enforcement Bylaw and associated Council Policy provide the District with a modern, efficient, and flexible administrative enforcement framework for bylaw contraventions. Adoption of this framework will support timely compliance, local dispute resolution, and a fair and consistent approach to bylaw enforcement, while complementing existing enforcement tools available to the District.

Report written by:	Mia Frankl, Bylaw Officer
Respectfully submitted by:	Kristina Demedeiros, Manager of Building, Bylaw and Business Services
Concurrence by:	Jarret Matanowitsch, Direct of Planning & Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Bylaw Notice Introduction to Council – October 27, 2025
Appendix B: Bylaw Notice Enforcement Bylaw No. 2242
Appendix C: Bylaw Notice Policy – Council Policy No. 05-PLAN

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on October 27, 2025

Re: Introduction to the Bylaw Notice Enforcement Regulation

RECOMMENDATION(S):

1. *That staff be authorized to prepare a Bylaw Notice Enforcement Bylaw for consideration at an upcoming Council meeting; and,*
2. *That the District request that the Ministry of Attorney General add the District of Central Saanich to the Bylaw Notice Enforcement Regulation to allow staff to utilize Bylaw Notices under the Local Government Bylaw Notice Enforcement Act.*

PURPOSE:

To introduce the Bylaw Notice Enforcement Regulations to Council and provide the required notification to the province, allowing the District to proceed with a Bylaw Notice Enforcement Bylaw, if so directed by Council.

BACKGROUND:

The District of Central Saanich Bylaw Enforcement Policy focuses on voluntary compliance whenever possible. The Bylaw Officer works closely with all parties in finding solutions that meet the standards of compliance and resolve neighbour issues, however from time-to-time, bylaw matters cannot be resolved this way and other enforcement action becomes necessary.

As a bylaw enforcement tool, the District has set up a Municipal Ticket Information (MTI) bylaw which authorizes staff to issue an MTI (ticket) for minor to medium bylaw infractions, as detailed in the *Community Charter*. District Bylaw No. 2057 outlines which offences are subject to municipal ticketing, who can issue tickets for each offence, and what penalties may be imposed for each offence. MTI's can be cumbersome because they must be directly handed to the offender or left with someone 16 years and older at the usual residence of the offender. They cannot be delivered in any other way, which may result in less use of this enforcement tool. Further, if an individual chooses to dispute an MTI it must be done in provincial court under a Traffic Hearing, leading to time consuming court process and costs for the municipality.

In 2003, the Bylaw Notice (BN) system was introduced under the *Local Government Bylaw Notice Enforcement* Act as a faster and more flexible option for municipal ticketing. A BN can be served directly to the offender, by mailing it to the offender's last known address or, if the BN is being served for a parking violation, it can be served by leaving the ticket on the vehicle involved in the offence.

Under the Act, local governments may establish a local government bylaw dispute adjudication system, as part of the Bylaw Notice process, which replaces the Provincial Court as the venue for resolving disputes of minor municipal bylaw breaches. To proceed, local governments must make a request to the Ministry of Attorney General to add their jurisdiction to the provincial regulation, so that the Act is applicable to them.

DISCUSSION:

There are over a dozen municipalities located on Vancouver Island that are currently utilizing this system including Victoria, Esquimalt, Langford, Saanich and Sidney, with several municipalities using the Bylaw Notice Enforcement system in conjunction with the MTI system. North Saanich staff have recently been authorized by Council to draft a Bylaw Notice Enforcement bylaw.

The benefits of a Bylaw Notice (BN) over the current MTI system is evident for enforcement matters under the Traffic & Highways Bylaw (amendments to be presented to Council in Q4) and other frequently investigated bylaws including but not limited to the Noise Bylaw, Zoning Bylaw, Business License Bylaw, and Unsightly Premises Bylaw, due to the ease of serving the ticket, reviewing disputes and the adjudication process.

Differences between MTI and BN

The table below is a high-level summary of the differences between the MTI and Bylaw Notice process.

	Municipal Ticket Information	**Bylaw Notice**
Intended Offence	Medium to minor	Minor
Maximum Fine	$1000	$500
Who can Serve	Individuals identified in the MTI Bylaw	Individuals identified in the Bylaw Notice Enforcement Bylaw
Method of Service	In person only	Delivered in various ways, including in person, mailed or by being left on a vehicle
Filing Dispute	Submit form to Municipal Hall within 14 days of fine	Submit form to Municipal Hall within 14 days of fine
Dispute Resolution	Potential lengthy and expensive court proceedings	Local adjudication process
Cost of Dispute for Municipality	$2,500 - $25,000 (or more) in legal fees for one or multiple fines to one party	$250 - $1000 in cost of adjudication for multiple fines served to multiple parties
Cost of Dispute for Violator	$1000's in legal fees	Max. $25 administrative fee per fine
Changes Required to Implement	None – MTI currently implemented. Can continue to use in conjunction with Bylaw Notices, in particular for more severe offences such as illegal tree removals	1. Register with Province 2. Consider adoption of a Bylaw Notice Enforcement Bylaw (BN) a. Create adjudication process b. Amend existing bylaws as necessary to support BN.

Bylaw Notice Process

The following steps summarize the BN system.

1. Bylaw Officer investigates and confirms the bylaw violation.
2. BN ticket is issued by Bylaw Officer to the offender (in person, on a vehicle or via mail).
3. The offender could pay the fine or dispute the ticket.
4. A disputed ticket would then be reviewed by the appropriate internal screening officer, who would dismiss or uphold the ticket or offer a compliance agreement for minor bylaw infractions.
5. If the screening officer upholds the ticket, the violator may pay the fine or request an adjudication hearing.
6. An adjudication hearing is either held in person, by phone or in writing. A third-part adjudicator reviews the case and decides if an offence occurred. If upheld, the violator must pay the BN plus a $25 administrative fee. If not, the BN is cancelled, and the municipality covers all administrative costs. These costs can be shared with other Local Governments by arranging the adjudication hearing for multiple disputed tickets, across the region.

Screening Officer

Screening Officer positions, filled by senior District staff, are established in the bylaw in order to review BN disputes. They may determine if a case proceeds to a hearing, resolve it through a compliance agreement, or use their discretion to cancel fines.

A compliance agreement allows the alleged violator to avoid the fine by agreeing to comply with the bylaw in the future (e.g., not parking illegally). If the violator breaches the agreement, it may be rescinded, and the fine becomes immediately payable or referred to an adjudicator. If the screening officer upholds the ticket, the violator may still request an adjudication hearing to appeal the decision.

Adjudication Process

A local government must have a dispute adjudicator if they adopt a dispute adjudication system under the Local Government Bylaw Notice Enforcement Act. The Deputy Attorney General of British Columbia must appoint a dispute adjudicator. Unlike a provincial court judge or justice of the peace who give reasons for their decisions and can determine a sentence, an adjudicator decides based on whether an offence has occurred. If the adjudicator finds that the offence did not occur, the fine is dismissed. If the adjudicator finds that the offence did occur, the fine becomes payable immediately. A roster of available adjudicators is maintained by the provincial roster organization.

The adjudication process and the Bylaw Notice system (used in place of the Court system) has many benefits, beyond the ease of serving the BN ticket, such as:

- Improve efficiency in the areas of paying and collecting fines as well as delivering a streamlined process to the public;
- Reduces the costs associated with disputing tickets through the Provincial court system;
- Reduces the high cost of locating and serving defendants;
- Reduces the need for witnesses to attend minor disputes;
- Less need to employ lawyers or enforcement officers to take minor cases to court; and,
- Reduces time bylaw officers spend in court, allowing them to concentrate on serving the public in other capacities.

IMPLICATIONS:

Legislative/Policy

Related District bylaws, such as the Traffic and Highways Bylaw, will require amendments to support the ability to issue BN for violations.

Financial/Resource

Given the BN system is more efficient, this enforcement tool may be utilized regularly, which could result in additional fines being processed.

Additionally, with increased density and population in the future, a BN process allows bylaw staff to better manage the impact of rising parking complaints.

OPTIONS:

Option 1 (recommended):

1. That staff be authorized to prepare a Bylaw Notice Enforcement Bylaw for consideration at an upcoming Council meeting; and,
2. That the District request that the Ministry of Attorney General add the District of Central Saanich to the Bylaw Notice Enforcement Regulation to allow the staff to utilize Bylaw Notices under the Local Government Bylaw Notice Enforcement Act.

Option 2:

That the preparation of a Bylaw Notice Enforcement Bylaw is not supported, and staff maintain status quo utilizing the Municipal Ticket Information (MTI) at an increased cost for resources and court.

Option 3:

That alternative direction is provided to staff.

CONCLUSION:

The introduction of a Bylaw Notice Enforcement Bylaw would allow staff to efficiently address the increased violations of the Traffic and Highways Bylaw. Additionally, the BN process would streamline and provide additional options for all bylaw enforcement, as a tool proactively brought forward in the updated Bylaw Enforcement Policy earlier this year. Use of the BN System for minor violations is less punitive than the costly Municipal Ticket fines, as well as a more efficient use of existing staff resources while being better prepared for future growth and increased bylaw complaints.

Report written by:	Kristina DeMedeiros, Manager of Building, Bylaw and Business Services
Respectfully submitted by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Bylaw Dispute Adjudication System toolkit (2005)

District of Central Saanich Bylaw No. 2242

A BYLAW TO PROVIDE FOR THE ENFORCEMENT
OF BYLAWS BY BYLAW NOTICE

WHEREAS section 260 of the *Community Charter* authorizes the District to enforce its bylaws;

AND WHEREAS the *Local Government Bylaw Notice Enforcement Act* authorizes the District to establish a bylaw notice enforcement system;

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

PART 1 – Title

1 This Bylaw may be cited for all purposes as the "**BYLAW NOTICE ENFORCEMENT BYLAW NO 2242**."

Part 2 - Definitions

2.1 In this Bylaw:

"Act" means the *Local Government Bylaw Notice Enforcement Act*, S.B.C. 2003, c. 60, as amended or replaced from time to time;

"Adjudicator" means a person appointed as an adjudicator under section 15 of the Act.

"Bylaw Enforcement Officer" means a person designated as such under this Bylaw.

"Bylaw Notice" or "Notice" has the same meaning as the Act, section 4

"Disputant" means a person to whom a Bylaw Notice has been issued, and who has filed a notice of dispute or otherwise requested an adjudication of that Bylaw Notice.

"District" means the Corporation of the District of Central Saanich

"Late Penalty" means a late penalty imposed under Part 4 of this Bylaw;

"Reduced Penalty" means a reduced penalty imposed under Part 4 of this Bylaw;

"Registry" means the District of Central Saanich Bylaw Notice Dispute Adjudication Registry established pursuant to Part 6 of this Bylaw.

"Regulation" means the Bylaw Notice Enforcement Regulation, B.C. Reg. 175/2004, as amended or replaced from time to time.

"Screening Officer" means a person appointed to that position under this Bylaw.

2.2 Unless otherwise defined in this Bylaw, words and phrases used in this Bylaw have the same meaning as in the *Local Government Bylaw Notice Enforcement Act*, the *Bylaw Notice Enforcement Regulation*, the *Community Charter*, the *Local Government Act*, and the *Motor Vehicle Act*, as applicable.

2.3 Where a paragraph, sentence, or graphic in this bylaw is written in italics and is preceded by the words "Information Notes", the contents of the paragraph, sentence, or graphic are provided only to assist in the understanding of the bylaw and do not form a part of it.

2.4 A reference to a person designated as a Screening Officer or Bylaw Enforcement Officer by virtue of their appointed position includes a person appointed to a similar position with substantially the same duties and functions

PART 3 – Bylaw Contravention

3.1 Subject to the *Regulation* every bylaw contravention of every District Bylaw, including a contravention that arises under part 4 of this Bylaw, is designated as a bylaw contravention that may be dealt with by a Bylaw Notice.

3.2 If a bylaw contravention may be dealt with by a Bylaw Notice, a Bylaw Enforcement Officer may complete and issue a Bylaw Notice to a person against whom the contravention is alleged.

Information Note: *See section 16 of the Community Charter for bylaw enforcement officer authority to enter on or into a property*

PART 4 - Offence and Penalty

4.1 A person who contravenes a bylaw designated in this Bylaw is liable to the penalties established in Schedule “A” of this Bylaw and this Part.

4.2 Unless a specific penalty is established in Schedule “A” for a designated contravention, the penalty for a contravention is:

a. $200 if the penalty is received by the Registry within 14 days of the person receiving, or being presumed to have received, the Bylaw Notice under section 4 of the Act;
b. $300 if the penalty is received by the Registry between 15 and 28 days of the person receiving, or being presumed to have received, the Bylaw Notice under section 4 of the Act;
c. $400 if the penalty is paid more than 28 days after the person received, or is presumed to have received, the Bylaw Notice under section 4 of the Act;.

4.3 Subject to Part 3 and 4, the penalty for a contravention referred to in Section 3.1 this Bylaw is as follows:

a. If received by the Registry within 14 days of the person receiving or being presumed to have received the Bylaw Notice under section 4 of the *Act*, the Reduced Penalty set out in column A1 of Schedule "A", as attached to and forming part of this Bylaw.
b. If received by the Registry between 15 and 28 days of the person receiving or being presumed to have received the Bylaw Notice under the *Act*, the Regular Penalty amount is set out in column A2 of Schedule "A", as attached to and forming part of this Bylaw.
c. If paid more than 28 days after the person received or is presumed to have received the Bylaw Notice under the *Act,* the Late Penalty amount is set out in column A3 of Schedule "A", as attached to and forming part of this Bylaw.

Information Note: *Delivery of the Bylaw Offence Notice and date presumed to have been received as per section 7the Local Government Bylaw Notice Enforcement Act. If mailed, assumed received by the 7th day after mailing; if in person, or left on a vehicle, it is on that day.*

PART 5 - Period for Paying or Disputing Notice

5.1 A person who receives a Bylaw Notice must:

a. pay the penalty, or
b. request dispute adjudication within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice under the *Act* by filling in the appropriate dispute form and delivering it, either in person during regular office hours, by mail, to the District of Central Saanich's Municipal Hall, 1903 Mt Newton Cross Road, Saanichton BC V8M 2A9 or email at bylaw@csaanich.ca.

5.2 A person may pay the indicated regular penalty later than 14 days after receiving the Bylaw Notice in accordance with Section 4.4 (b), but the Bylaw Notice may no longer be disputed after 14 days of receipt.

5.3 If payment is made after 28 days of receiving the Bylaw Notice, a surcharge for late payment will apply, in accordance with Section 4.4 (c).

5.4 If a Bylaw Notice was not delivered in person, and person advises the District, in accordance with the requirements of Section 25 of the Act, that they did not receive a copy of the original Bylaw Notice, the time limits for responding to a Bylaw Notice under Sections 4 of this Bylaw do not begin to run until a copy of the Bylaw Notice is delivered to them in accordance with the Act.

PART 6 - Bylaw Notice Dispute Adjudication

6.1 The Registry, located at District of Central Saanich's Municipal Hall, 1903 Mt Newton Cross Road, Saanichton BC V8M 2A9, is established as a Bylaw Notice dispute adjudication system in accordance with the Act to resolve disputes in relation to Bylaw Notices.

6.2 Every person who is unsuccessful in a dispute adjudication in relation to a Bylaw Notice under the dispute adjudication system established under this section must pay the District an additional fee of $25 for the purpose of the District recovering partial costs of administration of the bylaw notice dispute adjudication system.

Information Note: *An adjudicator for a dispute must be selected in accordance with section 15 [dispute adjudicators] of the Act, appointed by the provincial Attorney, and adjudication hearing will be scheduled in person, via telephone or by written submission. The decision is final and binding.*

PART 7 - Screening Officers

7.1 The position of Screening Officer is hereby established.

7.2 Persons acting in or hired to the following positions or titles, may act as Screening Officers:

a. Director of Planning and Building Services, or delegate;
b. Manager of Building, Bylaw, and Business Services;
c. Manager of Planning;
d. Director of Engineering, or delegate;
e. Fire Chief, or delegate.

7.3 For the purposes of the Central Saanich Animal Control Bylaw, persons designated by the Capital Regional District Animal Control Services may act as Screening Officers

PART 8 - Powers, Duties and Functions of Screening Officers

8.1 A Bylaw Notice issued to enforce a bylaw must be reviewed by a Screening Officer before a dispute adjudication in respect of the Bylaw Notice may be scheduled.

8.2 The powers, duties and functions of Screening Officers are set out in the Act and include the following:

a. Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention

allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute adjudication system, and the fee or fees payable in relation to the bylaw notice dispute adjudication system;

b. Communicate with any or all of the following for the purpose of performing their functions under this Bylaw or the Act:

   i. the person against whom a contravention is alleged or their representative;
   ii. the officer issuing the Bylaw Notice;
   iii. the complainant or their representative;
   iv. the District's staff, including a review of the District's records, regarding the disputant's history of bylaw compliance.

8.3 A Screening Officer, after reviewing a Bylaw Notice, may:

a. cancel the notice in accordance with the Act,
b. confirm the Bylaw Notice and refer it to an adjudicator unless the request for dispute adjudication is withdrawn, or
c. enter into a compliance agreement in accordance with Part 9.

PART 9 – Compliance Agreements

9.1 A Screening Officer may enter into a compliance agreement with a person who has received a Bylaw Notice in respect of any bylaw contravention if the Screening Officer considers that:

a. the person has contravened a provision of a bylaw as indicated on the Bylaw Notice,
b. the health or safety of any person or property is not at immediate risk as a result of the bylaw contravention, and
c. entering into the compliance agreement is appropriate in the circumstances.

Information Note: *Refer to Central Saanich Council Policy on Bylaw Offence Notices for more details on Compliance Agreements*

9.2 A compliance agreement must:

a. be in writing,
b. describe one or more actions the person named in the Bylaw Notice agrees to take or refrain from taking, which may include expenditures the person agrees to make, to remedy the person's contravention or the adverse effects that resulted from the contravention,
c. subject to section 9.3, set out the time frame within which the person named in the Bylaw Notice agrees to take or not take each action described in paragraph (b) and report to the Screening Officer on the action taken or not taken, and
d. subject to section 9.3, specify the date the agreement ends.

9.3 The maximum duration of a compliance agreement entered into under this part is 1 year.

9.4 Subject to section 9.5, the penalty payable for a bylaw contravention dealt with by Bylaw Notice may be reduced by an amount up to 100% in accordance with a compliance agreement entered into under this section.

9.5 If, in the opinion of the Screening Officer, the person who has entered into a compliance agreement breaches a term of the compliance agreement or otherwise fails to observe or perform the terms of the compliance agreement, the Screening Officer may rescind the compliance agreement and apply the full penalty.

PART 10 - Bylaw Enforcement Officers

10.1 Persons acting as any of the following are hereby designated as bylaw enforcement officers for the purposes of this Bylaw and the Act:

a. Members of the Central Saanich Police Services; and
b. Bylaw Enforcement Officers, Building Officials, Animal Control Officers, Fire Inspectors or other persons acting in another capacity on behalf of the District for the purpose of enforcement of one or more of its bylaws.

Information Note: *See section 3 [bylaw enforcement officer] of the Community Charter Bylaw Enforcement Ticket Regulations for specific classes of persons designated.*

PART 11 – Form of Documents

11.1 The District may from time to time establish the form or forms of the Bylaw Notice (provided it complies with Section 4 of the Act), dispute form, compliance agreement or other related documents.

11.2 Bylaw notice, dispute forms, compliance agreement or other related documents may be completed, issued and stored in electronic format by electronic means that allows the documents to be reproduced in intelligible form.

PART 12 - Severability

12.1 If any portion of this Bylaw is held to be invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed to have been adopted with the severed section, subsection, paragraph, subparagraph, clause or phrase, and such invalidity shall not affect the validity of the remaining portions of this Bylaw.

Read a first time the	day of	, 2026.
Read a second time the	day of	, 2026.
Read a third time the	day of	, 2026.
Adopted the	day of	, 2026.

_____ _____

MAYOR CORPORATE OFFICER

Schedule A

Designated Bylaw Contraventions and Penalties

Animal Control Bylaw No. 2097				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Animal causing nuisance	2.2	175	200	250
Failure to provide clean food and water	2.3.1	175	200	250
Failure to provide exercise	2.3.1	175	200	250
Failure to provide veterinary care	2.3.1	175	200	250
Failure to provide proper shelter	2.3.2	175	200	250
Unsanitary pen	2.3.3	175	200	250
Animal improperly tied up	2.3.4	175	200	250
Keep animal in unventilated area	2.3.5	175	200	250
Use of trap or snare	2.3.7	175	200	250
Animal or bird at large	2.4.1	175	200	250
Animal or bird not under control	2.4.1	175	200	250
Animal or bird on private property	2.4.2	175	200	250
Farm animal or dog in park area	2.4.3	175	200	250
Failure to remove canine feces	2.5.1	175	200	250
Remove animal from pound without consent	2.6.9	400	450	500
Obstruct Poundkeeper	2.6.11	400	450	500
Obstruct Animal Control Officer	2.7.3	400	450	500
Failure to provide information	2.7.4	175	200	250
Keep more than four dogs	3.1	175	200	250
Failure to confine female dog in heat	3.2	175	200	250
Noisy dog	3.3	175	200	250

Dog that harassed or molested	3.4	250	300	350
Operating a kennel	3.5	175	200	250
Aggressive Dog at large	4.8(a)	250	300	350
Aggressive Dog not leashed	4.8(b)	250	300	350
Aggressive Dog in off-leash area	4.8(c)	250	300	350
No permanent ID for Aggressive Dog	4.8(d)	175	200	250
No photo provided for Aggressive Dog	4.8(e)	175	200	250
No Aggressive Dog licence	4.8(f)	175	200	250
Failure to report Aggressive Dog death/ownership change	4.8(g)	175	200	250
Failed to inform new owner of Aggressive Dog status	4.8(h)	175	200	250
Aggressive Dog threatening person/animal	4.9(a)	250	300	350
Aggressive Dog displaying aggressive behaviour	4.9(b)	250	300	350
Aggressive Dog chasing person/animal	4.9(c)	250	300	350
Aggressive Dog biting without provocation	4.9(d)	400	450	500
Aggressive Dog injuring person/animal	4.9(e)	400	450	500
Aggressive Dog damaging property	4.9(f)	250	300	350
Dangerous Dog at large	4.10(a)	400	450	500
Dangerous Dog not leashed (1.2m max, no retractable)	4.10(b)	250	300	350
Dangerous Dog in off-leash area	4.10(c)	250	300	350
Dangerous Dog not muzzled in public	4.10(d)	250	300	350
No Dangerous Dog warning sign posted	4.10(e)	175	200	250
Dangerous Dog not securely confined	4.10(f)	250	300	350
No permanent ID for Dangerous Dog	4.10(g)	175	200	250
No photo provided for Dangerous Dog	4.10(h)	175	200	250

No Dangerous Dog licence	4.10(i)	250	300	350
Failure to report Dangerous Dog death/ownership change	4.10(j)	175	200	250
Failure to licence dog	5.1	175	200	250
Keep more than four cats	6.1	175	200	250
Rodent at large	7.1	100	125	150
Keep or harbour wild animal	8.1	125	150	200
Feed Deer, Raccoon, Squirrel, or Rabbit	8.3	125	150	200
Keep poultry	9.1	125	150	200
Keep a rooster	9.2	125	150	200
Keep too many chickens	9.3	125	150	200
Keep too many ducks	9.3	125	150	200
Ornamental bird not housed	10.1	125	150	200
Keep more than fifty pigeons	11.1	125	150	200
Bee hive improperly placed	12.1	125	150	200

Building Regulation Bylaw No. 2014				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
No building permit	6.1	400	450	500
No occupancy permit	6.2	400	450	500
Submit incorrect information	6.3	400	450	500
Interfere with document	6.4	400	450	500
Work at variance with plans	6.5	400	450	500
interfere with inspector	6.6	200	300	400
No plans on premises	16.3.2	150	200	275
Fail to comply with order	21.2	400	450	500
Work after Stop Work notice	21.4	400	450	500
Occupy after No Occupancy notice	21.6	400	450	500

Business License Bylaw, No. 2050				
		Column A1 (By 14 days)	**Column A2** (15–28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Carry on business without a licence	4	250	300	350
Change place of business without licence transfer	6(c)	175	200	250
Carry on non-resident business from Central Saanich premises	6(e)	250	300	350
Fail to comply with any expanded service area condition	12.2	175	200	250
Obstruct entry of authorized person	13(a)	250	300	350

Fire Services Operational Bylaw No. 2245				
		Column A1 (By 14 days)	**Column A2** (15–28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Impede, hinder or obstruct any Member at an incident	52 (a)	350	400	450
Obstruct or interfere with access roads	52 (b)	350	400	450
Damage, destroy, obstruct or hinder operation of any apparatus	52 (c)	350	400	450
Refuse Member entry in response to request for assistance	52 (d)	350	400	450
Interfere or refuse Member entry for investigation	52 (e)	350	400	450
Enter a building, structure, vehicle or area in exclusion zone	52 (f)(i)	400	450	500
Refuse to move from building, structure, vehicle or area when directed	52 (f)(ii)	400	450	500

Fireworks Regulation No 2019				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Sale of fireworks, pyrotechnics or firecrackers	3(1)	400	450	500
Possession or use of fireworks without permit	3(2)	275	300	350
Possession or use of fireworks contrary to permit	3(3)	175	200	250
Possession or use of pyrotechnics without permit	3(4)	275	300	350
Possession or use of pyrotechnics contrary to permit	3(5)	175	200	250
Unsafe use or possession of fireworks or pyrotechnics	3(6)	275	300	350
Use or possession of firecrackers	3(7)	175	200	250
Use of pyrotechnics contrary to safety plan	8(1)(c)	175	200	250
Use of fireworks or pyrotechnics without supervision	8(1)(d)	175	200	250
Obstruction of enforcement officer	11(1)	350	400	450

Model Aircraft Regulation Bylaw No 1480				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Operate outside designated hours	3	175	200	250
Operate above highway	4	175	200	250
Operate near equestrian facility	4	175	200	250
Exceed allowable noise levels	5	175	200	250
Exceed allowable number of aircraft	7	175	200	250
Permit prohibited operation of aircraft	8	250	300	350

Noise Suppression Bylaw No 933				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Noise which Disturbs	3 (a) or 3 (b)	250	300	350
Sound between 9:00 PM and 7:00 AM which Disturbs	3 (c)	250	300	350
Excessive Industrial Sound	3 (d)	400	450	500
Noise from Real Property which Disturbs	4	250	300	350
Heat Pump over 60 decibels between 6:00 am to 9:00 pm	5 (i)	250	300	350
Heat pump over 55 decibels between 9:00 pm and 6:00 am	5 (ii)	250	300	350

Open Burning Regulation Bylaw No. 2058				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Open burning during a fire prohibition or ban	4.2	175	200	250
Must not ignite burn or continue to burn without a permit	4.3	175	200	250
Open air fire conducted without the required supervision or safety measures	4.4	175	200	250
Burning prohibited materials	4.5	350	400	450
Burning that creates smoke, embers, or conditions causing nuisance or undue irritation	4.6	175	200	250
Failure to comply with an order of the Fire Chief or authorized member to reduce, suspend, or extinguish a fire	4.7	175	200	250
Recreational fire less than 3 m from any building, structure, fence, property line, tree bush or combustible material	4.9	175	200	250
Fail to maintain permit conditions for Domestic Yard Waste Fire or Agricultural Purpose Fire	5.4	200	250	300
Burn Category 3 Open Fire without a permit	5.5	200	250	300
Burn in incinerator without a permit	5.8	175	200	250
Burn in contravention of incinerator safety measures	5.10	175	200	250
Obstruct, prevent or interfere with Fire Chief or Member conducting inspection	7.3	350	400	450

Parks Management and Control Bylaw No 804				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Damage Plants/Property	3	175	200	225
Remove Plants/Property	3	175	200	225
Deface Structure	4	175	200	225
Destroy Structure	4	175	200	225
Use Grass Plot/Land Where Prohibited	6	75	100	125
Pollute Water	7	175	200	225
Deposit Garbage	8	175	200	225
lmport Garbage into Park	8	175	200	225
Deface Sign/Notice	10	175	200	225
Remove Sand/Soil/Plants	11	175	200	225
Excavate in Public Place	11	175	200	225
Light/Maintain Fire without Permit	12	175	200	225
Obstruct District Employee	19(b)	275	300	350
Drive/Ride Animal/Vehicle Where Prohibited	23	175	200	225

Pesticide Use Control Bylaw No 1688				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Use or Apply a Pesticide	3	400	450	500

Prevention and Life Safety Bylaw No. 2246				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Failure to install and maintain fire alarm systems	12, 13	175	200	250
Failure to maintain private hydrants	14(d)	175	200	250
Obstructing fire hydrants	14(c)	175	200	250
Obstruction of fire escape or exit	16(e)	350	400	450
Failure to maintain fire protection equipment	24	175	200	250
Blocking or tampering with fire protection equipment	25	350	400	450
Commercial kitchen venting	26	175	200	250
Commercial kitchen grease and combustible residue accumulation	27	175	200	250
Failure to remove fire hazard	6	175	200	250
Failure to comply with Fire Chief order	7	350	400	450
Creating a fire hazard/ allowing a fire hazard to exist	16	175	200	250
Obstructing Fire Department connections	29	175	200	250
Failure to Create a Fire Safety Plan as required by the BC Fire Code	30	175	200	250

Soil Removal and Deposit Bylaw No 1544				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Remove or deposit soil without permit	4 (a)	400	450	500
Remove or deposit soil contrary to permit	4 (b)	400	450	500
Fail to submit monthly report	25 (a)	175	200	250
Fail to submit annual declaration	25 (c)	175	200	250
Fail to repair damage	29	400	450	500
Cause obstruction	31	400	450	500
Fail to maintain buffer zone	34	400	450	500
Fail to confine and maintain stockpiles	35	400	450	500
Encroach adjacent property	36	400	450	500
Fail to comply with Stop Work Notice	48	400	450	500

Traffic & Highways Bylaw, No 2241				
		Column A1 (By 14 days)	**Column A2** (15–28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Park in excess of 72 hours	9.1.1.	40	50	75
Sleep over night in a vehicle	9.1.2	75	100	150
Parking over-lengh vehicle in angle parking	9.1.3	40	50	75
Park in an accessible parking space without a permit	9.4 (d)	60	75	100
Advertise for sale on a highway	9.5	75	100	150
Park on a curbed boulevard	9.6	40	50	75
Park on boulevard too close to road	9.7	40	50	75
Park on a bridge	9.8	75	100	150
Park in a bus stop	9.9	75	100	150
Commercial vehicle in business district for more than 3 hours	9.10	75	100	150
Commercial vehicle in business district overnight	9.11	75	100	150
Commercial vehicle parked in residential area	9.12	75	100	150
Commercial vehicle near school for more than 3 hours	9.13	75	100	150
Construction vehicle on street	9.14	75	100	150
In a crosswalk or within 6 m of a crosswalk	9.15	75	100	150
In a bicycle lane	9.16	40	50	75
Too far from curb	9.17	40	50	75
Double parking	9.18	75	100	150
Too close to driveway	9.19	40	50	75
EV charging in excess of 2 hours	9.20	40	50	75
Too close to exit	9.21	40	50	75
In a fire zone	9.22	75	100	150
too close to fire hydrant	9.23	75	100	150
In contravention of traffic control device	9.24	75	100	150

In designated area	9.25	40	50	75
In intersection	9.26	75	100	150
In loading zone	9.27	40	50	75
In metered space without paying/expired	9.28	40	50	75
Obstruct free passage	9.29	40	50	75
Block traffic control device	9.30	40	50	75
Park overnight in off street parking facility	9.31(a)	75	100	150
Parking too long in off street parking facility	9.31 (b)	40	50	75
Park at post office box for more than 5 minutes	9.32	40	50	75
Park RV on street overnight	9.33	75	100	150
Park on red curb	9.34	40	50	75
Park next to a school	9.35	40	50	75
Park on sidewalk	9.36	75	100	150
Park too close to stop sign	9.37	75	100	150
Park in contravention of a traffic control device	9.38	75	100	150
Leave detached trailer on street	9.39	75	100	150
Park in zone reserved for taxis	9.40	40	50	75
Unlicensed vehicle on highway	9.41	75	100	150
Wrong side wrong direction	9.42	75	100	150
Park on yellow curb	9.43	40	50	75
Advertise with sign	10.1.1	40	50	75
Commercial signage not allowed	10.1.2	40	50	75
Contaminate sewer or storm	10.1.3	175	200	250
Construct boulevard, sidewalk, curb or ditch	10.1.4	75	100	150
Damage boulevard	10.1.5	175	200	250
Damage municipal property	10.1.6	175	200	250
Damage signs	10.1.7	75	100	150
Damage tree	10.1.8	175	200	250
Damage vegetation	10.1.9	75	100	150
Defacing	10.1.10	75	100	150
Deposit on street	10.1.11	75	100	150
Direct water	10.1.12	75	100	150
Drag or skid	10.1.13	175	200	250
Drive on sidewalk	10.1.14	175	200	250

Effluent from drain	10.1.15	175	200	250
Escape of grease or oil	10.1.16	175	200	250
Excavations and cutting timber	10.1.17	175	200	250
Excavation	10.1.18	175	200	250
Garbage Bin	10.1.19	40	50	75
Garbage Bin Security	10.1.20	40	50	75
Install a ditch	10.1.21	175	200	250
Loose material	10.1.22	75	100	150
Material falling from vehicle	10.1.23	75	100	150
Material on street	10.1.24	75	100	150
Misuse public garbage	10.1.25	40	50	75
Modify or obstruct boulevard	10.1.26	75	100	150
Plant on municipal property	10.1.27	75	100	150
Remove grass	10.1.28	75	100	150
Sell on highway	10.1.29	75	100	150
Stopping water	10.1.30	75	100	150
Structure	10.1.31	75	100	150
Tracked vehicle	10.1.32	175	200	250
Vehicles and animals	10.1.33	175	200	250
Fail to maintain boulevard	11.1	50	75	100
Fail to remove vegetation on boulevard	11.1(a)	100	125	150
Special Event without a permit	13.1/13.2	250	300	350
Drive truck off truck route	15.3.3	275	300	325
Drive tour bus off route	15.3.5	275	300	325

Unsightly Premises and Noxious Weeds Bylaw No 1845				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Allow Property to become or remain unsightly	3	175	200	250
Fail to Clear Noxious Weeds	4	175	200	250
Deposit Rubbish	5(a)	175	200	250
Place Graffiti	5(b)	175	200	250
Fail to Remove Rubbish/Graffiti	13	175	200	250

Wharf Regulation Bylaw No 2016				
		Column A1 (By 14 days)	**Column A2** (15 – 28 days)	**Column A3** (After 28 days)
Violation Description	**Section**	**Reduced Penalty $**	**Regular Penalty $**	**Late Penalty $**
Obstruct person or vessel	3 (a)	175	200	250
Behave in disorderly/dangerous manner	3 (b)	175	200	250
Live animal on wharf	3 (c)	75	100	125
Disturb quiet, peace or enjoyment	4	175	200	250
Open liquor at wharf	5	175	200	250
Place sign on wharf	6	75	100	125
Remove, destroy or damage wharf	7 (a)	400	450	500
Remove, destroy or damage posted rules	7 (b)	250	300	350
Deposit or leave waste on wharf	7 (c)	175	200	250
Store material on surface of wharf	8	175	200	250
Vessel moored in loading zone	9 (c)	250	300	350
Conduct business	10	350	400	425
Moored other than to float	11 (a)	350	400	425
Secure berth by lock	11 (b)	175	200	250
Impede marine traffic	11 (c)	250	300	350
Overnight moorage	11 (d)	350	400	425
Carry dangerous goods	12	400	450	500
Moor vessel in excess of 10 metres	13	175	200	250
Maintain or repair vessel	15(a)	175	200	250
Refuel at wharf	15(b)	175	200	250
Impede public access	15(c)	175	200	250
Use moored vessel as live-aboard	15(d)	250	300	350
Flush vessel heads	15(e)	400	450	500
Disturb foreshore	15(f)	350	400	425
Obstruct other vessels or watercraft	15(g)	175	200	250
Cause open flame	15(i)	250	300	350
Keep motor running at wharf	15(j)	350	400	425
Obstruct Bylaw Officer	16(c)	250	300	350

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

COUNCIL POLICY

Effective Date June 15, 2026 Amendment Date(s):	**POLICY NO. 05-PLAN** File No:
SUBJECT:	**Bylaw Notice – Dispute and Screening Process**
Category:	Bylaw Enforcement (Planning and Building Services)

PURPOSE

The purpose of this policy is to establish a fair, transparent, and consistent process for the review of disputed Bylaw Notices (BN), including guidance for the Screening Officer in determining whether a Notice should be cancelled, upheld, resolved by compliance agreement, or referred to adjudication.

APPLICATION

This policy applies to any Bylaw Notice issued by the District of Central Saanich that is disputed by an alleged offender in accordance with the Bylaw Notice Enforcement Bylaw and provincial legislation.

DEFINITIONS

"Bylaw Notice" or "Notice" means a Bylaw Notice issued to an alleged offender under an applicable District bylaw.

"Compliance Agreement" means a written agreement between the District and a Disputant that sets out actions and timelines to achieve compliance in lieu of proceeding to adjudication.

"Dispute Coordinator" means a employee designated to receive disputes, coordinate dispute documentation, and administer referrals to adjudication where required.

"**District**" means the Corporation of the District of Central Saanich or in relation to dispute screening, dispute coordination, or adjudication for Animal Control matters, that reference shall be interpreted as the Capital Regional District (CRD)

Other definitions shall have the same meaning as those set out in the Bylaw Notice Enforcement Bylaw.

POLICY

The District is committed to administering bylaw enforcement in a manner that is fair, impartial, transparent, and consistent with the District's Bylaw Enforcement Policy. Disputed Bylaw Notices will be reviewed objectively and without conflict of interest, in accordance with this policy and applicable bylaws.

DISPUTE PROCESS

Submission of Dispute

As stated in the Bylaw Notice Enforcement Bylaw,

1. A Disputant must submit a completed dispute form to the District within **14 days** of the date the Bylaw Notice was received or presumed to have been received.
2. According to the *Bylaw Notice Enforcement Act*, the received date will be considered:
    a. The hand delivered date when bylaw notice delivered in person;
    b. The date the bylaw notice is left on a vehicle; and,
    c. 7 (seven) days after mailing, when bylaw notice is mailed out.
3. Late or incomplete disputes may be rejected in accordance with the Bylaw Notice Enforcement Bylaw.

Bylaw Officer Submission

Upon receipt of a dispute, the issuing Bylaw Officer shall provide the Screening Officer with a written report that sets out the rationale and evidence supporting issuance of the Notice.

Screening Review Meeting

1. The Dispute Coordinator shall arrange a review with the Screening Officer.
2. The Screening Officer may communicate with the Disputant, the issuing officer, or both.
3. The review should be completed **within 30 days** of receipt of a complete dispute, where practicable.

Grounds for Cancellation

The Screening Officer may cancel a Bylaw Notice where satisfied that one or more of the following circumstances exist and a compliance agreement is not appropriate or available:

Rationale	Examples
Identity cannot be proven	Notice issued to the wrong person Vehicle stolen at time of contravention
Poor likelihood of success at adjudication	Insufficient evidence Incorrect information relied upon Notice improperly completed Bylaw provision unenforceable or unclear
Preservation of health and safety	Medical or other emergency
Multiple notices from same incident	All but the most appropriate Notice *may* be cancelled
Public interest considerations	Exceptional personal circumstances Bylaw amended to permit action
Due diligence exercised	Mechanical failure Signage not visible or legible
Other relevant circumstances	Any circumstance the Screening Officer considers appropriate

OUTCOME OF SCREENING

Cancellation

If the Notice is cancelled, the Screening Officer shall notify the Disputant in writing, and no further action is required.

Notice Upheld

If the Notice is upheld, the Disputant may:

1. Pay the penalty (dispute submitted within 14 days);
2. Enter into a compliance agreement, where permitted and appropriate; or
3. Proceed to adjudication.

Where adjudication is elected, the Screening Officer shall provide the Dispute Coordinator with:

- A summary report of communications with the Disputant; and
- The Bylaw Officer's report and supporting documentation.

Compliance Agreement

Where permitted by bylaw, the Screening Officer may authorize a Compliance Agreement as an alternative to adjudication. Compliance Agreements shall be in a form approved by the District and administered by the Dispute Coordinator.

Examples of bylaw violations that may be appropriate for a compliance agreement include:

Bylaw	Violation
Building Bylaw	Submit incorrect information or interfere with document Interfere with inspector No plans on premises Failure to comply with order
Business Licence Bylaw	Carry on business without licence
Fireworks Regulation Bylaw	Sale of fireworks, pyrotechnics or firecrackers
Noise Bylaw	Noise which disturbs or outside of permitted hours
Parks	Pollute water or deposit garbage Damage plants, property or signs
Prevention and Life Safety	Failure to maintain fire alarm systems or private hydrants Failure to provide emergency lighting or exit hardware
Traffic and Highways	Park in excess of 72 hours Commercial vehicles violations General parking violations Not maintaining boulevard
Unsightly and Weeds	Allowing rubbish to accumulate Failing to clear noxious weeds

As noted in the Bylaw Notice Enforcement bylaw, the screening officer may reduce the penalty when a compliance agreement is entered in to. The screening officer should consider the following factors:

- the nature and gravity of the bylaw contravention and its impact on other persons or property;
- whether the contravention was necessary for the preservation of health or safety;
- whether the bylaw notice was one of several bylaw notices issued to the person arising out of the same incident;
- previous warnings by the District to the person relating to the bylaw contravention;
- whether the person is liable for unpaid fines in respect of prior contraventions of the same bylaw,;
- whether a previous compliance agreement with the person was rescinded;

- whether, as a result of the bylaw contravention, the person was reasonably likely to have profited or avoided a loss greater than the amount of the penalty for the bylaw contravention;
- whether there is a reasonable prospect of conviction with respect to the bylaw contravention;
- the circumstances in which the bylaw contravention was brought to the Districts's attention;
- whether the person has made reparations, or taken other measures to remedy the harm caused by the bylaw contravention and to prevent similar future bylaw contraventions.

Adjudication Process

Disputes proceeding to adjudication shall be managed in accordance with the applicable provincial legislation, District bylaws, and established adjudication procedures.

As adopted by Council on Month, Day, Year.

Attachment: Disputing Bylaw Notice Form (District Example)
Compliance Agreement (District Example)

Bylaw Notice Dispute Request Form

This form is provided pursuant to the Local Government Bylaw Notice Enforcement Act. A person served with a Bylaw Notice may dispute the Notice by submitting this form within 14 days after the Notice is served.

SECTION A – DISPUTANT INFORMATION

Surname (Last Name)		Given Name(s)	
Mailing Address, City, Province, Postal Code		Email	
		Phone	

SECTION B – BYLAW NOTICE INFORMATION

Bylaw Notice Number		Date Issued (YYYY-MM-DD)	
Location of Alleged Contravention			
Bylaw Name/Number		Section(s) Allegedly Contravened	

SECTION C – TYPE OF DISPUTE

☐ I dispute that the contravention did not occur or that I am not the person responsible.

☐ Other ground permitted under the Act (specify): _____

SECTION D – REASONS FOR DISPUTE

Provide written reasons for the dispute. Additional pages may be attached.

_____

_____

_____

_____

_____

_____

SECTION E – DECLARATION

I certify that the information provided is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Personal information is collected under applicable provincial legislation and will be used for the purpose of administering and adjudicating bylaw notice disputes. This information may be shared with a Screening Officer and an independent Adjudicator for those purposes.
Questions about the collection, use, or disclosure of personal information may be directed to the District of Central Saanich's Freedom of Information and Privacy Officer.

SECTION F – BYLAW OFFICER RESPONSE (FOR OFFICIAL USE ONLY)

Completed by the Bylaw Enforcement Officer in accordance with the Local Government Bylaw Notice Enforcement Act. This section sets out the facts, rationale, and evidence relied upon in issuing the Bylaw Notice.

Officer Name Title

Rationale and Evidence:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature Date

Compliance Agreement

*Pursuant to **District of Central Saanich** Bylaw Notice Enforcement Bylaw No. 2242*

I,_____ of _____,
(Name) *(Address)*

acknowledge receipt of Bylaw Notice(s) #_____ and wish to enter into this compliance agreement whereby I agree to fulfil the conditions below, in exchange for a reduced penalty which shall be at the discretion of the District of Central Saanich's screening officer.

Specifically, I agree to pay the reduced penalty of $ _____ on or before _____.

I further agree to comply with the following terms and conditions of this Agreement:

1. On or before _____***I will***_____
_____
_____
_____
_____
_____
_____
_____

And

2. On or before _____***I will***_____
_____
_____
_____
_____
_____
_____
_____
_____

I understand that this **agreement is binding for one year from the date of this agreement**.

I also understand that if I breach a term of this agreement or fail to observe or perform the above terms and conditions, the District of Central Saanich's screening officer may rescind this agreement.

I understand that if this agreement is rescinded, the full penalty stated in the Bylaw Notice(s) of $_____ will be immediately due and subject to all fees and penalties as if the Bylaw Notice was not disputed.

_____	_____
Signature of Bylaw Notice Recipient	Signature of Screening Officer
_____	_____
Date	Date

The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: 559 Senanus Drive – Rezoning Text Amendment for Lot Coverage

RECOMMENDATION(S):

1. *That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be introduced and referred to the Advisory Planning Commission; and*
2. *That following the Advisory Planning Commission staff provide notification for first reading of Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive).*

At a following Council meeting Council may wish to consider:

3. That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be given 1st and 2nd Reading; and

4. That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be given 3rd Reading.

PURPOSE:

The purpose of this report is to present an application to amend the Rural Estate (Water) (RE-3) zone for 559 Senanus Drive to allow a site specific text amendment to increase the maximum permitted lot coverage from 5% to 15%. The amendment is requested to facilitate construction of a new single-family dwelling generally within the same relative footprint as the existing dwelling, while allowing the retention of four small existing sheds and greenhouses on the property.

BACKGROUND:

The subject property is zoned Rural Estate (Water) (RE-3). The intent of the RE-3 zone is to accommodate low-density residential development in rural shoreline areas with large lots and limited building coverage in order to maintain rural character and minimize visual and environmental impacts.

At approximately 0.54 acres (2,185 sq m), the property is one of the smallest and narrowest parcels within the RE-3 zone in the District. Under the current 5% lot coverage regulation, the maximum permitted building footprint is approximately 1,175 sq ft (109 sq m). The applicant has indicated that this size does not meet their functional needs for a replacement dwelling.

The proposed amendment would increase the permitted lot coverage to 15%, allowing a maximum footprint of approximately 3,525 sq ft (328 sq m).

DISCUSSION:

Official Community Plan

The Official Community Plan designates the property as "Rural", and it is located outside of the Urban Containment Boundary. The OCP envisions that Rural lands are intended to be retained over the long-term for rural residential uses and, where suitable, agricultural uses. The proposal is consistent with Rural land objectives and does not require subdivision or servicing.

Zoning Bylaw

The RE-3 zone limits lot coverage for the principal dwelling and accessory buildings to a maximum of 5%. Given the size and configuration of the lot, this significantly constrains development potential relative to other rural properties.

As part of the comprehensive Zoning Bylaw Update, the District is exploring more proportional lot coverage regulations similar to those found in the RE-4 zone. The RE-4 zone would permit up to 7.5% lot coverage on this property. While the proposed 15% lot coverage exceeds that standard, the resulting 328 sq m (3,525 sq ft) home is generally consistent with typical rural residential home sizes in the area.

The applicant has indicated a preference to retain the RE-3 zoning, as the property can comply with existing RE-3 setbacks. Rezoning to RE-4 would introduce larger setback requirements that may necessitate additional variances due to the narrow lot configuration.

Variances

No variances are requested as part of this application.

Development Permit Areas

The proposed development area is located outside of the Shoreline Development Permit Area, and the Form and Character Development Permit Area does not apply.

Trees

No tree will be removed as part of this application.

Community Amenity Contribution

The Community Amenity Contribution (CAC) policy is not applicable, as no increase in density is proposed.

IMPLICATIONS:

Legislative/Policy

No public hearing is required. Notice of first reading of the Zoning Amendment Bylaw will be provided to property owners within 100 metres of the subject property to advise them of the application.

OPTIONS:

Option 1 (recommended):

1. *That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be introduced and referred to the Advisory Planning Commission; and*
2. *That following the Advisory Planning Commission staff provide notification for first reading of Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive).*

At a following Council meeting Council may wish to consider:

1. That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be given 1st and 2nd Reading; and

2. That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be given 3rd Reading.

Option 2:

1. *That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be introduced and that staff provide notification for first reading of Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive).*

At a following Council meeting Council may wish to consider:

1. That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be given 1st and 2nd Reading; and

2. That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be given 3rd Reading.

Option 3:

1. *That Zoning Bylaw Amendment Bylaw No. 2262 (559 Senanus Drive) be denied.*

CONCLUSION:

The application proposes a site-specific amendment to increase the maximum lot coverage at 559 Senanus Drive from 5% to 15% to facilitate construction of a replacement single-family dwelling while retaining existing accessory structures.

The proposal maintains rural residential use of the property, complies with setbacks, does not require variances, and is located outside the Shoreline Development Permit Area.

Report written by:	Julie Bull, Community 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: Land Use Bylaw Amendment Bylaw No. 2262
Appendix B: Site Context map 559 Senanus
Appendix C: Letter of Rationale
Appendix D: Architectural Drawings

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO.2262

A Bylaw to Amend Zoning Bylaw
559 Senanus Drive

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:

"By adding to following subsection to Part 5 Section 36 (Rural Estate 3: RE-3)

Subsection 9 – Site Specific requirements

(1) Despite the maximum lot coverage in the RE-3 Zone (Rural Estate 3) the maximum lot coverage is 15% for LOT 1 SECTION 5 RANGE 3W SOUTH SAANICH DISTRICT PLAN 869 PARCEL A, EXCEPT PLAN 9120, (DD10065I). PID 008-409-188 (559 Senanus Drive).

2. CITATION

This Bylaw may be cited for all purposes as the "**Central Saanich Zoning Bylaw Amendment Bylaw No. 2262, 2026**".

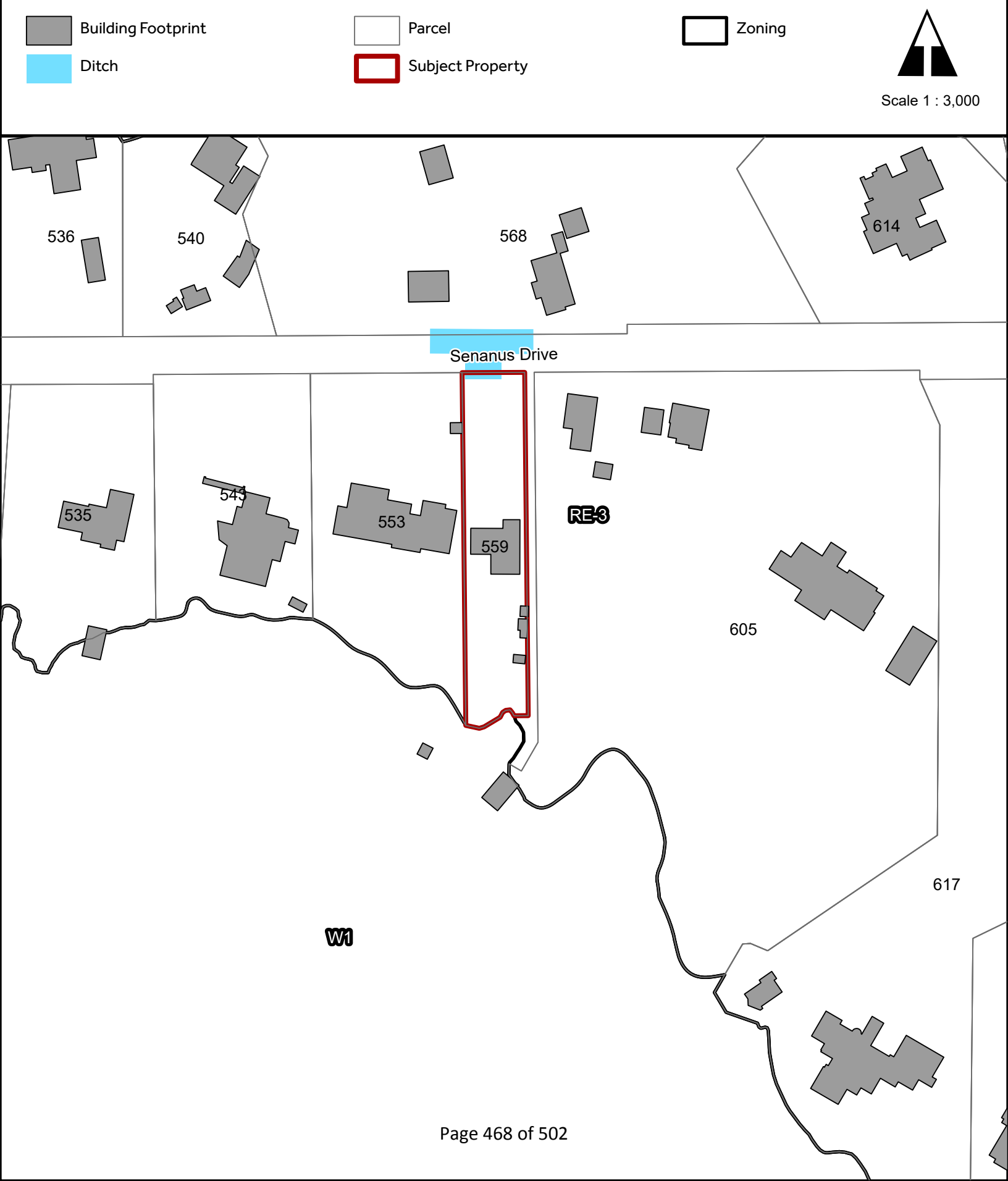
READ A FIRST TIME this	day of	, 20__
READ A SECOND TIME this	day of	, 20__
PUBLIC HEARING HELD this	day of	, 20__
READ A THIRD TIME this	day of	, 20__
ADOPTED this	day of	, 20__

Ryan Windsor
Mayor

Emilie Gorman
Director of Corporate Services/
Corporate Officer

Appendix 'B' - Site Context Map

559 Senanus Drive



1. Plans

a. Please clearly identify the natural boundary and the 15 m Shoreline Development Permit Area (DPA) setback on all plans.

Per the attached revised site plan we are well back from the shoreline at 44 meters.

b. Confirm the proposed building height measured from natural grade.

The current design according to Central Saanich Municipality height calculation definition it 6.6meters, well under the 8 meter maximum allowance.

c. Clarify whether a new driveway is proposed or if the existing driveway will be utilized. The site plan should reflect driveway alignment and slope.

The plan is to use the existing driveway per the site plans for the existing house you have on file, which ranges from essentially flat to a maximum of 5%.

d. Identify any proposed landscaping structures (e.g., retaining walls) on the site plan to ensure compliance with Marine DPA setback requirements.

All new landscaping is immediately adjacent to the new home, which as previously stated is 44 meters back from the shoreline.

e. During the site visit, three small accessory buildings were identified on the property. Please confirm whether these structures are proposed to remain as part of the redevelopment. If so, indicate whether they have been included in the proposed 13.5% lot coverage calculation.

IMPORTANT: Please note per the revised site plan I have included the existing garden sheds and greenhouse on the plan in my site coverage calculations. We wish to request the bylaw amendment now show a request for **15% coverage**.

2. Tree Removal in the Erosion District

Please identify any additional trees proposed for removal to facilitate construction. Tree removal within the Erosion DPA must be addressed within the geotechnical report, and applicable tree permits will be required.

As the new home sites on the same site as the existing home no additional tree removal is required.

In addition, during the site visit staff observed that several trees appear to have been removed within the Erosion Development Permit Area. The district's arborist will be following up with the property owner to confirm whether the work was authorized and to determine if any further action is required prior to proceeding with the rezoning application. Please note that a Development Permit is required for any work in a Development Permit Area.

In order to not have this delay our planning approval, can you please have your arborist visit the site as soon as possible and make an assessment of what if anything needs to be remedied.

3. Geotechnical Requirements

A geotechnical report required at the building permit stage

Ryzuk geotechnical engineering have completed a geotechnical assessment, which will be included with the building permit application and is being used by our structural engineer for seismic calculations.

4. Archaeological Review

A Remote Access to Archaeological Data (RAAD) review has been conducted to determine if the 1 9 0 3 M t . N e w t o n C r o s s R o a d , S a a n i c h t o n , B C C a n a d a V 8 M 2 A 9 2 5 0 . 6 5 2 . 4 4 4 4 C e n t r a l S a a n i c h . c a property is located within or adjacent to a known or recorded archaeological site. Additional review or permits from the Archaeology Branch may be required prior to any site disturbance or construction activities.

Per the archeological Archaelogical Review drawings Laura provided us for 559 Senanu, the building site sits outside both the archeological assessment area as well as the 50m buffer zone.

5. Building Department Review

10 minute fire response time should be looked at as well as spatial based on fire departments comments.

I assume this is something you will be requesting on our behalf and can happen soon so as to not further delay our planning approval.

6. Engineering Department Review:

a. Development must adhere to Surface Storm Water Management Bylaw No. 1606, 2010.

b. The driveway must be constructed in accordance with District Engineering Standards and not exceed a 15% maximum slope. The clear travelled width must be no less than

3.5 metres. If the driveway length exceeds 45 metres, a turnaround area will be required to accommodate emergency vehicles.

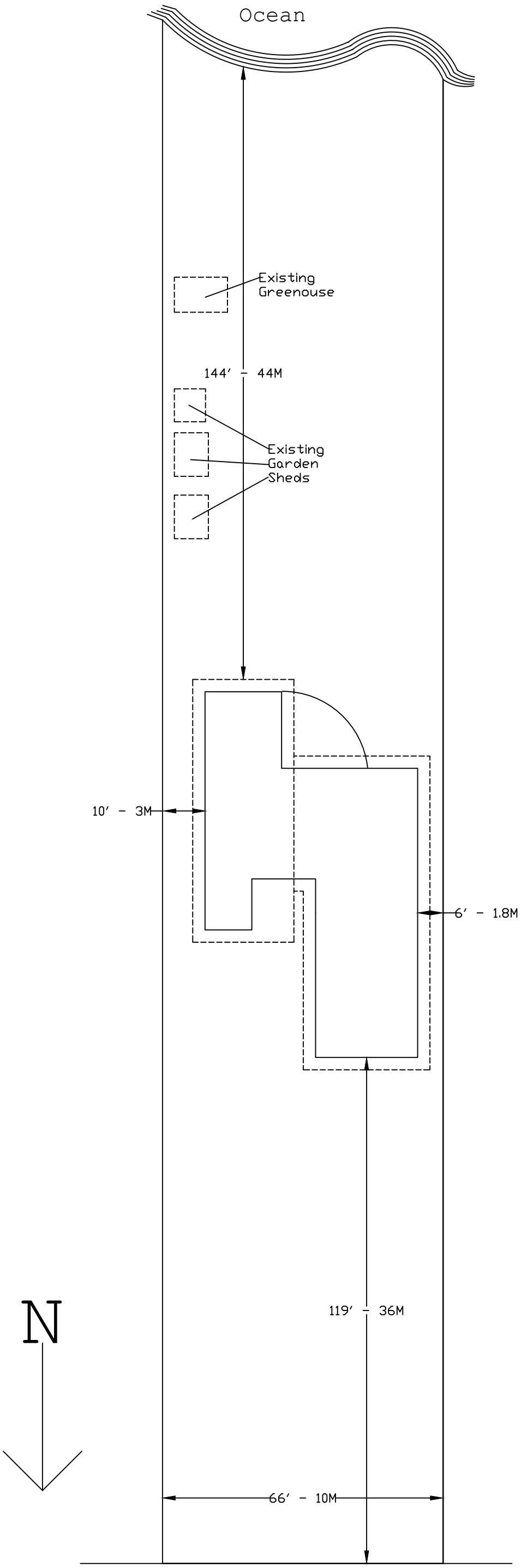
All these requirements will be met and reflected in the final building permit drawings we will submit to the Building and Engineering department at the time.

c. The existing driveway culvert pipe condition must be assessed by the owner at the Building Permit stage. If the culvert is damaged or obstructed, it must be replaced in accordance with District Engineering Standards.

This we will completed if lacking during the building phase of the project.

d. The size and condition of the existing water connection will be assessed by District staff at the Building Permit stage. All water pipe and meter upgrades by District workforce is at owner's expense.

We accept this will be the responsibility of the owner and we will be completed as part of the building phase of the project.



Site Coverage

House	1,950 sq. ft.
Garage	820 sq. ft.
Deck	337 sq. ft.
Roof Extension	100 sq. ft.
Existing Sheds	220 sq. ft.
Existing Greenhse	103 sq. ft.
Total Sq.Ft.	3,473 sq. ft.
Lot Size	23,500 sq. ft.
Lot Coverage	15%

Anthem Design

Victoria, B.C.
Tel: 250-920--6666
--
--

Drawn By: John Vincent

Octobner, 2025

Scale: 1/4"= 1'0"

Ross Project

559 Senanus Dr

Site plan
Setbacks & Coverage

The Corporation of the
District of Central Saanich

April 21, 2026

Honourable Christine Boyle, Minister of Housing and Municipal Affairs
Parliament Buildings Victoria, BC V8V 1X4
Via email: HMA.minister@gov.bc.ca

The Honourable Brenda Bailey, Minister of Finance
PO Box 9048 Stn Prov Govt, Victoria, BC V8W 9E2
Via email: FIN.Minister@gov.bc.ca

Dear Ministers Boyle and Bailey,

RE: Request for Dedicated Provincial Funding to Support Municipalities That Achieve Provincially Mandated Housing Targets

On behalf of the Council of the District of Central Saanich, I am writing to acknowledge the Province of British Columbia's leadership in addressing the housing crisis through the establishment of mandatory housing targets for local governments. We share the Province's commitment to increasing housing supply and supporting complete, livable communities across British Columbia.

The District of Central Saanich has proactively responded to provincial housing initiatives and requirements. Council and staff have undertaken significant planning, policy, and regulatory work to facilitate increased housing supply, including substantive housing-related land use policy changes, zoning bylaw amendments, and updates to our Official Community Plan. These actions required considerable municipal resources and reflect Council's strong commitment to meeting, and in several cases exceeding, our provincially mandated housing targets.

While Central Saanich is proud of its progress, the rapid pace and scale of housing delivery required to meet provincial targets generates corresponding growth-related pressures on municipal operations, neighbourhood livability, and community infrastructure. Increased development activity places added demands on staff capacity, traffic and transportation systems, water, sewer, stormwater, and utility infrastructure, as well as parks, recreation facilities, and other public amenities that support a high quality of life.

Local governments that demonstrate leadership and compliance with provincial housing mandates play a critical role in achieving shared provincial objectives. To that end, Council respectfully requests that he Province establish a dedicated funding stream for municipalities that have successfully implemented housing-enabling policy and regulatory changes and achieved or exceeded their housing targets. Such a program would recognize municipal leadership, incentivize continued housing creation, and ensure communities have the tools necessary to manage growth responsibly.

Specifically, the District of Central Saanich urges the Province to consider funding that may be allocated to:
• Municipal operational capacity, including staffing and systems required to manage increased development activity and service demands;
• Neighbourhood infrastructure improvements, such as traffic calming initiatives, pedestrian safety enhancements, and active transportation infrastructure;
• Civil infrastructure upgrades, including water, sewer, stormwater, and utility capacity expansions required to support additional housing; and
• Public amenities, including parks, recreation facilities, community spaces, and other infrastructure that contributes to complete, livable, and resilient neighbourhoods.

Central Saanich has demonstrated strong alignment with provincial housing objectives through timely policy implementation and regulatory reform. However, without dedicated growth-related funding, municipalities risk falling behind in delivering the infrastructure and services needed to support the very housing supply the Province seeks to accelerate.

We would welcome the opportunity to work collaboratively with the Province to further refine this approach and to share Central Saanich's experience as a community that has embraced housing reform. Council also intends to share this correspondence with the Union of British Columbia Municipalities and neighbouring local governments to support broader regional and provincial advocacy on this matter.

Thank you for your continued partnership and leadership in addressing British Columbia's housing challenges. We look forward to your consideration of this request and to ongoing collaboration to support sustainable growth and livable communities. Should you have any further questions please do not hesitate to contact our Director of Planning and Building Services, at Jarret.Matanowitsch@csaanich.ca.

Sincerely,

Mayor Ryan Windsor

cc: Union of British Columbia Municipalities (UBCM)

Calendar of Meetings *May 2026*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 **Closed Council Meeting** **6:00 pm** **Regular Council Meeting** **7:00 pm**	12 **Tentative Special Council Meeting (Budget)** **6:00 pm**	13 CRD Board 12:00 pm	14	15	16
17	18 **Victoria Day** **(Office Closed)**	19	20 CREST Board 3:30 pm Advisory Planning Commission 4:00 pm	21	22	23
24	25 **Regular Council Meeting** **7:00 pm**	26 GVPL Board 12:00 pm	27	28 Saanich Peninsula Accessibility Advisory Committee 10:00 am Peninsula Recreation Commission 6:00 pm	29	30
31						

Nareka Jacques

From: Ryan Trelford [redacted]
Sent: April 12, 2026 9:50 PM
To: Municipal Hall
Subject: Legion Centennial Hangar Dinner & Dance
Attachments: Centennial Dance Request for Sponsorship.pdf

You don't often get email from [redacted] Learn why this is important

Dear Mayor Windsor & Central Saanich Council,

I wanted to draw your attention to an upcoming community event that we would appreciate the District of Central Saanich considering joining as a sponsor. I've attached a letter with some more information about sponsorship and the event in general.

This year, we are celebrating our Legion Centennial (our branch's birthday was November 16th, 1926) and are conducting a number of events around the Peninsula. We are pleased to be back at the BC Aviation Museum where we will be hosting a 'Hangar Dinner & Dance' to commemorate our 100th birthday.

Thank you for your kind consideration of supporting this important community event taking place in the coming months. Please reach out if you have nay questions!

Best regards,

Ryan Trelford

President
Saanich Peninsula Branch No. 37
Royal Canadian Legion

Box 2152
Sidney BC
V8L 3S6

[redacted]

Website | Facebook | Twitter | Instagram

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Branch 037
Sidney

Royal Canadian Legion
Saanich Peninsula Branch 37
PO Box 2152 STN Main
Sidney BC V8L 3S6

Phone: [redacted]
E-mail: rcl37@peninsulalegion.ca
Website: peninsulalegion.ca

Request for Donation: Legion Centennial Hangar Dinner & Dance

Dear Neighbour,

The Saanich Peninsula Legion has organized an event to mark the 100th anniversary of the founding of our organization, on **June 20th 2026 from 5-10 PM at the BC Aviation Museum**. Non-Profit groups like ours rely on help from many in our community to build and grow. We are seeking your donation to sponsor this event and support our critical mission to serve our veterans, their families, and our community on the Saanich Peninsula. There are a few different areas where your donation would be most helpful:

- Sponsorship of this event through different levels of financial assistance (please see reverse)
- A donation of a product/service to our silent auction
- Attending our event and sharing with your friends, family, and business colleagues!

Our Dinner Dance will be a fun event for the whole family! We will be listening to the wonderful sounds from a local Peninsula Band, The HAVEN! Chef Graham Little & Island Culinary will be preparing a delicious 'summer themed' buffet dinner for our guests. Weather permitting, we will open the Hangar doors for dancing on the tarmac on a warm Peninsula evening! We will also have some fun activities at the event including a silent auction, raffle draw, and 50/50. A key part of our event will be to recognize our veterans and Legion members who have given so much for our community.

This event will be a fundraiser for our Legion Branch as we recognize the great community building spirit of the last 100 years; we are asking for help now to ensure we have a home on the Peninsula for the next 100! Working with local organizations and businesses, we are looking for a place to create a permanent home for our organization where we can support veterans, their families, and act as a gathering place for all residents on the Saanich Peninsula. By sponsoring this important event, you are helping to ensure that The Legion, the Poppy Campaign, and veteran and community assistance will be active for the next century!

Thank you for considering your support of Legion Branch 37 during this exciting year. We look forward to celebrating our Centennial with you by our side!

Best Regards,

Ryan Trelford
President

REMEMBER - JOIN - GIVE

Branch 037
Sidney

Royal Canadian Legion
Saanich Peninsula Branch 37
PO Box 2152 STN Main
Sidney BC V8L 3S6

Phone: [redacted]
E-mail: rcl37@peninsulalegion.ca
Website: peninsulalegion.ca

What level of support would you like to contribute?

Title Sponsor $10,000 *"Legion Centennial Dinner & Dance Presented by [your name here]"*

- As a title sponsor, you will be given a premier advertising place on our website, social media, and all aspects of the event. You may bring a banner to display at the event. The title sponsor will be recognized in our keynote speech and, will be invited to be recognized and/or to speak briefly. Includes 8 complimentary tickets – a reserved table!

Dinner Sponsor $7,500 *"Dinner sponsored by [your name here]"*

- As the Dinner Sponsor, you will be given an advertising place on our website, & social media. You may bring a banner to display at the event. The Dinner Sponsor will be recognized in our keynote speech and can place business or rack cards at each table. Includes 2 complimentary tickets!

Gold Sponsor $2000 (Bar) *"Beverages provided by [your name here]"*

- As a gold sponsor, your logo or brand name will be featured on our website, & social media. The Gold sponsor will be recognized in our keynote speech & program.

Silver Sponsor $1000 (Band) *"Band & Dancing provided by [your name here]"*

- As a Silver sponsor, your logo or brand name will be featured on our website, & social media. The Silver sponsor will be recognized in our program.

Bronze Sponsor $500

- As a Bronze sponsor, your logo or brand name will be featured on our website, & social media. The Bronze sponsor will be recognized in our program.

Silent Auction Donations

- As a silent auction donor, your name will be featured in our silent auction display, and in our event program!
- Auction items may be dropped off by arrangement or we can collect from you!

Sponsor's name: _____ Address: _____

Please Circle: Business Organization Individual

City: _____ Province: _____ Postal Code: _____

Contact: _____ Phone: _____ Email: _____

Deadline for Event Sponsorship & Recognition: May 31st, 2026

Thank you for considering helping Legion Branch 37! We really appreciate your support! ☺ Please return form to us by email, text, or by mail: [redacted] **rcl37@peninsulalegion.ca**

REMEMBER - JOIN - GIVE

2026/04/13

Sent via Email: Premier@gov.bc.ca
ECC.Minister@gov.bc.ca
TT.Minister@gov.bc.ca

David Eby, Premier of British Columbia
Honourable Lisa Beare, Minister of Education and Childcare
Honourable Mike Farnworth, Minister of Transportation and Transit

Dear Premier Eby, Minister Beare, and Minister Farnworth:

RE: City of Langford - Permanent Daylight-Saving Time and the Impacts on Safe Routes to School

At its Special Meeting held March 30, 2026, City of Langford Council passed the attached resolution that forms part of this letter. For your reference, an excerpt has been included below:

THAT Council direct staff to prepare a letter to the Minister of Education and Childcare, the Minister of Transportation and Transit, and the Premier's Office, with a copy to all local governments in British Columbia, outlining Council's concerns regarding the impacts of adopting year-round Pacific Daylight Time on children who would be required to walk to school in the dark. AND THAT the letter from the City of Langford Mayor and Council advocate for:

- *the immediate reopening of BC's Active Transportation Infrastructure Grant Program for safe routes to school projects;*
- *the establishment of a program ensuring all students have access to visibility enhancing resources such as lights and reflective gear; and*
- *the expansion of The Society for Children and Youth of BC (SCY)'s Walking School Bus program.*

On behalf of the City of Langford Council, I am writing to express the collective concerns regarding the Province of British Columbia's adoption of permanent year-round Daylight-Saving Time (DST). While Council recognizes that the decision reflects changing regional and economic considerations and does not seek to reverse that decision, it is critical to address unintended safety impacts on children and their caregivers who commute to school by walking or rolling during the darkest months of the year.

Permanent DST will result in significantly later winter sunrises across southern British Columbia. In Langford and other communities served by Sooke School District 62 (SD62), it can be reasonably estimated that many elementary students begin their commute as early as 8:00 a.m. This new prolonged period of low-light conditions coincides with the wettest and foggiest season of the year, where heavy rainfall, poor visibility, and slick surfacing further increases risk for pedestrians and cyclists of all ages and abilities. Permanent DST results in a material increase in challenging travel conditions for school-aged children.

While the City recognizes that dark commutes are more common throughout other regions of the Province, the challenges noted above are compounded by the established characteristics of existing neighbourhoods in Langford and similar communities throughout the Province. Urban streets are busy with vehicular traffic, often containing parking and other barriers that can conceal pedestrians from drivers. Older residential areas and semi-rural roads are often wide with a very slim shoulders and often, there are no sidewalks paths, or adequate street lighting available.

Mitigating these risks requires targeted infrastructure improvements such as traffic calming, pedestrian lighting, sidewalk completion, protected crossings, and other safe-route-to-school measures. Langford has successfully partnered with the Province in the past through the BC Active Transportation Infrastructure Grant Program to advance such projects. However, we are concerned that the pausing of the 2025/2026 intake of this program, pending review of the CleanBC framework, significantly limits the ability of local governments to plan, design, and implement safety improvements in time for the 2026/2027 school year.

As growth continues throughout the region, new school sites are being selected that are outside current transportation networks requiring significant investment from local governments that are not financially viable without Provincial support. The City of Langford strongly requests that the BC Active Transportation Infrastructure Grant Program be reopened and that new applications featuring projects that support safe routes to school be given preference, or, at minimum, clear communication from the Province to all local governments regarding the status and anticipated timeline of this grant program.

To further support and encourage active transportation to commute to school, the Province is encouraged to develop a program in partnership with School Districts to ensure students have

access to visibility enhancing resources such as reflective gear and lights. As mentioned above, schools opening further from established transportation networks introduce further hazards for students navigating to school. Travelling in darkness may increase interactions with other road users, and without targeted support, permanent DST may exacerbate existing inequities and disproportionately affect children from lower-income households.

Council also wishes to acknowledge and commend the Province's recent support for the Walking School Bus Program, delivered in partnership with the Society for Children and Youth of BC (SCY). In addition to improving safety during school commutes, expanding Provincial support for this program may play a critical role in assisting students during their commute to school under low-light conditions.

City of Langford Council wishes to express that the intent of this letter is to encourage early dialogue regarding proactive, collaborative steps that can be taken to ensure this transition does not compromise the safety of young commuters. Active Transportation grants that support the creation and enhancement of safe routes to school help local governments respond thoughtfully, maximize the impact of limited resources, and provide safe, healthy, and sustainable school travel across British Columbia. Early consultation and discussions can identify needs and mitigate impacts, particularly on more vulnerable groups.

Thank you for your consideration of these concerns. We would welcome the opportunity to engage further in discussions on how provincial and local governments can work together to mitigate impacts and improve outcomes for students and families.

Sincerely,

Mayor Scott Goodmanson
City of Langford

Attached: Certified Resolution from the Special Meeting of Council held March 30, 2026.
CC: BC Municipalities

CITY OF LANGFORD

RESOLUTION

ITEM TITLE: Notice of Motion from March 16, 2026 - Permanent Daylight-Saving Time and the Impacts on Safe Routes to School

MOVED BY: GUIRY
SECONDED: HARDER

WHEREAS the adoption of permanent, year-round daylight-saving time means that many school age children, including those in the Victoria area who begin their commute around 8:00 a.m., will be travelling to school in darkness from early November until the end of February;

AND WHEREAS many communities have older neighbourhoods with wide roadways which may cause unintended speeding, limited or non-existent sidewalks or pathways, and limited street lighting. Mitigation of these neighbourhood conditions would require significant upgrades to ensure safe travel for children during dark winter mornings;

AND WHEREAS the BC Active Transportation Infrastructure Grant 2025/2026 intake was paused pending a review in the fall of 2026, thus limiting the ability of local governments to make meaningful change and prepare for the 2026/2027 school year.

THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a letter to the Minister of Education and Childcare, the Minister of Transportation and Transit, and the Premier's Office, with a copy to all local governments in British Columbia, outlining Council's concerns regarding the impacts of adopting year-round Pacific Daylight Time on children who would be required to walk to school in the dark. AND THAT the letter from the City of Langford Mayor and Council advocate for:

- *the immediate reopening of BC's Active Transportation Infrastructure Grant Program for safe routes to school projects;*
- *the establishment of a program ensuring all students have access to visibility enhancing resources such as lights and reflective gear; and*
- *the expansion of The Society for Children and Youth of BC (SCY)'s Walking School Bus program.*

Motion CARRIED.

This is a certified resolution passed by the City of Langford at their Special Meeting of Council held on March 30, 2026.

Marie Watmough
Corporate Officer

Nareka Jacques

From: no-reply@centralsaanich.ca <no-reply@web-response.com>
Sent: April 13, 2026 5:45 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Mon, 04/13/2026 - 5:45pm

Submitted by: Anonymous

Submitted values are:

Subject
Aryze Developement on Hovey Road

Full Name
Scott Hall

Phone Number
[redacted]

Address
1941 Hovey Road
Saanichton, B C. V8M 1V8

Email
[redacted]

Message
I am writing today as I am extremely concerned about this site since tree removal has begun. The last 2 days I've noticed that this site is NOT being secured at the end of the work day. As I write this fences are down inviting anyone onto these properties. My wife and I have noticed numerous non-construction workers trespassing and sorting through debris on site and removing things. I have photos of a vehicle blatantly parked across from my driveway [redacted] and entering the back yard area and scavenging for a minimum of 5 minutes. They also had the hatch of their SUV open with a lawn mower sticking out the back. This is intolerable as it is just inviting theft into this neighborhood. What is stopping these people from entering my yard and scavenging??? Also, is the city potentially liable for any injury these people may suffer from entering a construction site? I would also like to point out that we had had work start today before 8 AM and we had workers on site last Friday at 7:30PM making noise. I'd really like to know what council intends to do about this.
Yours truly,
Scott Hall

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Nareka Jacques

From: [redacted]
Sent: April 14, 2026 6:23 PM
To: Municipal Hall; Mayor Ryan Windsor; Zeb King; Sarah Riddell; Gordon Newton; Bob Thompson; Niall Paltiel; Chris Graham; Jarret Matanowitsch; Mia Frankl
Subject: Traffic Calming Request – Verling Avenue

Dear Mayor, Council and Engineering Team,

We appreciate the installation of the traffic calming bump on the west side of Hilltop Road along Verling Avenue. It is a positive step toward improving safety in our neighborhood.

We are writing to request additional traffic calming measures along Verling Avenue, particularly on the east side of Hilltop Road. While we understand that placing a single bump at the crest of the hill may not be ideal, we believe additional measures would significantly improve safety.

Specifically, we propose installing three to four smaller speed bumps along Verling Avenue. One could be placed on the west side of Hilltop Road, with three additional bumps spaced along Verling between 1851 and 1701 Verling Avenue.

We suggest positioning these bumps beyond the fabricating shop, as larger trucks servicing that location—and the [redacted] that have already impacted the road—would be less affected. This approach would help balance traffic flow while still addressing safety concerns.

Verling Avenue is increasingly used as a cut-through route, and we are experiencing a growing volume of traffic traveling at high speeds throughout the day and night. This has become a significant safety concern for residents.

We appreciate your consideration of this request and welcome the opportunity to discuss possible solutions further. We look forward to your response.

Sincerely,
Lori Morgan

On behalf of our neighbourhood

6502 Hilltop Road

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RECEIVED
APR 15 2026
The Corporation of the District of Central Saanich

Mayor and Council
municipal.hall@csaanich.ca

April 15 2026

Hello

We also spoke at the Council meeting Jan 27 2025 regarding the development at 6922 Saanich Cross Road.
We had submitted our response in 2022 to the sign posted at 6922 Saanich Cross Rd saying we opposed the development.
Our response was lost / ignored, and we had to provide our emails and Central Saanich responses.
We are still opposed the development and want it stopped.
As the owners of 6925 Central Saanich Rd with a common property line to the development we have been [redacted]
This was included with our property at purchase.
Due to Central Saanich building a sidewalk and retaining wall on that easement the developer [redacted] for permission for the property development.
We are opposed to the traffic problems, number of cars, street parking issues and noise this will create and the number of variances for building locations that should be stopped.
We also note that entrances will directly look into our windows.
Please remove consents

Beryl Wall April 15/2026

Beryl Wall

RECEIVED
Apr 15 2026
The Corporation of the District of Central Saanich

Mayor and Council
municipal.hall@csaanich.ca

April 15 2026

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We also note that entrances will directly look into our windows.

Please remove consents

R. L. Wall — Apr. 15 2026

Richard Wall

Nareka Jacques

From: Emily Litster [redacted]
Sent: April 16, 2026 1:07 PM
To: Municipal Hall
Subject: Opposition to Proposed Development at the Current Municipal Site

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from [redacted]. Learn why this is important

Dear Mayor Ryan Windsor and Council.

I am writing as someone raised in Central Saanich who cares deeply about the long-term future, character, and livability of our community.

I am deeply disappointed by the current direction the Council has taken with the proposed development at the existing municipal site. More concerning is what appears to be an ongoing disregard for local community voices and a lack of meaningful oversight in preserving the nature, history, and identity that make Central Saanich such a desirable place to live.

Central Saanich is already exceeding the housing targets set by the Province, [redacted]. While many residents who initially opposed both the redevelopment and relocation of Municipal Hall have since acknowledged that change may be inevitable, there has been a consistent and reasonable request from the community for compromise — [redacted] Those requests do not appear to have been meaningfully reflected in the current proposal.

There are also serious infrastructure concerns that remain insufficiently addressed. Mount Newton Cross Road already experiences significant congestion during peak travel times, and the surrounding road network is not presently equipped to absorb the additional traffic and service demands that a development of this scale would create.

[redacted]. With another four-storey modern building already being constructed across the street, the cumulative impact is a rapid erosion of the small-town feel and visual identity that residents value. Responsible planning must be about more than short-term financial return; it should reflect infrastructure realities, community fit, and the long-term stewardship of place.

At present, the lack of transparency and limited willingness to work collaboratively with residents on this has unfortunately created the perception that other interests may be influencing the process.

I respectfully request the opportunity to speak directly with someone by phone to share my concerns in greater detail and to better understand who the developer is, what alternatives were considered, and how community feedback is being incorporated into the final decision-making process.

Sincerely,

Emily Litster
[redacted]
Central Saanich Resident

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Nareka Jacques

From: Danny [redacted]
Sent: April 16, 2026 9:04 PM
To: Municipal Hall
Subject: Formal Opposition to 1903 Mt. Newton Cross Road Redevelopment and Process Concerns

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from [redacted] Learn why this is important

Dear Mayor Windsor and Council,

I am writing to formally express my profound disappointment and opposition to the current redevelopment plans for the municipal hall site at 1903 Mt. Newton Cross Road.

I have been a resident of Central Saanich for over 30 years. While I currently reside in North Saanich, Saanichton Village remains the hub of my daily life; it is where I shop, travel, and attend essential medical appointments. Having lived in this community for three decades, I have seen it evolve, and I deeply value the unique rural charm and "human scale" that makes Saanichton special.

I am gravely concerned by the following:

- [redacted] For a community I have called home for 30 years, this feels like an abandonment of the "small-town feel" that residents have consistently fought to protect.
- **A "Forced" Process:** It appears that Council is forcing this [redacted] development forward as a *fait accompli* to offset the costs of the Hovey Road project. This "top-down" approach feels rushed and dismissive of long-term residents' values.
- **Lack of Transparency:** I am concerned about the appearance of conflicts of interest within this Council. Given the scale of this project, the public deserves absolute certainty that decisions are not being influenced by professional ties to the development industry.
- **Disregard for Community Input:** Despite my 30 years of engagement with this District, I feel the current Council is ignoring genuine public feedback in favour of a pre-determined, [redacted] outcome.

I urge Council to pause, respect the [redacted] of the existing Village Design Plan, and prioritize the community's integrity over maximum density.

Sincerely,
Danny Schaftlein

2037 Leal Rd

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Nareka Jacques

From: Gene Beaton [redacted]
Sent: April 17, 2026 9:27 AM
To: Municipal Hall; Planning
Subject: Opposition to development at central Saanich municipal lands

Some people who received this message don't often get email from [redacted] Learn why this is important

To Mayor Windsor and the central saanich counsel.

[redacted]

My understanding is that central saanich has already met and exceeded the provincial housing targets. Our infrastructure cannot support the proposed development and we continue to lose green space to development.
There is also no oversight to parking, other necessary infrastructure upgrades or keeping with the character of our district and why we all live in central saanich.

We the residents request that you hear our concerns and look to change the proposed development [redacted] . The lack of co-operation and communication from the mayor and council and the fact that too requests have been almost 100 percent redacted suggests that there is a conflict of interest in this development.

I hope that you hear our concerns and make necessary changes to this terrible development plan.

Gene Beaton
Central saanich resident
[redacted]

Get Outlook for iOS

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Victoria Family Court
& Youth Justice Committee

April 17, 2026

Attention: Rene Johansson, Chair, Central Saanich Police Board

Dear Ms. Johnansson,

On the recommendation of committee member Sarah Riddell, Councillor with the District of Central Saanich, I'm writing today to share our thanks for the participation of Chief Constable Ian Lawson in our Oct. 23, 2025 panel discussion regarding the future of three critical Greater Victoria Integrated Police Units – namely the Integrated Mobile Crisis Response Team, the Mobile Youth Services Team and the Regional Domestic Violence Unit.

Chief Lawson and our other participants provided context and details on their respective work and plotted the myriad connection points that link health-care professionals and police as they support vulnerable youth and adults throughout our region.

Among much else, we learned that funding decisions have led to new localized police initiatives in Central Saanich and the West Shore along with regional innovation and contingencies by all parties to maintain critical services in the face of multiple and growing social crises here on the South Island.

We also learned that service delivery challenges remain and have been exacerbated in a region where young people freely cross municipal boundaries and enter jurisdictions where response teams are limited due to these funding decisions.

As you'll read in the panel discussion transcript (available online here), all agree that continuing and enhanced coordination, information sharing and collaboration is essential.

We look forward to further close, evidence-based consideration of how best to deliver essential services to vulnerable youth and their families locally and throughout the Capital region.

Sincerely,
Marie-Terese Little,

Chair, Victoria Family Court and Youth Justice Committee
Vice-Chair, Capital Regional District Board of Directors
Mayor, District of Metchosin

cc Chief Constable Ian Lawson, Central Saanich Police Service
cc Central Saanich Council

IRELAND FARMS

Producers of 'Natural Free-Range Meats'
'beef, chicken, lamb, pork & turkey'

1910 Meadowbank Road
Saanichton, BC V8M1X9
Phone/fax: [redacted]
Email:
[redacted]

April 20, 2026

Mayor and Council
The Corporation of the District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9

Dear Council Members:

Re: Central Saanich's Water Management of Maber Flats causing harm to property owners

PLEASE ACCEPT THIS LETTER AS AN AMMENDMENT TO OUR PREVIOUS CORRESPONDENCE OF SAME CONTENT DATED MARCH 29, 2026.

After commenting at Council's April 13th, 2026 Open Meeting, Mayor Windsor advised our previous letter had been received but was not suitable for discussing at the Open Council meeting as Council believed we were initiating litigation against the District. When I corrected this misunderstanding, Mayor Windsor indicated we should resubmit the issue for Council's consideration.

THEREFORE, in resolve of this situation, we wish to again advise the District that WE ARE NOT entering legal action against the District, at this time. MORESO, we are merely requesting the District to 'reinstate' the previous Water Management Plan (to control flooding and expedite drainage) for Maber Flats, so that our farm lands (along with the other private landowners on the eastern edge of Maber Flats), can once again be farmed as was pre-2024 when the cancelation of the Plan became effective. We also request the rejuvenation of our pasture land damaged from sitting water over the past two years. We further extend our knowledge and experience to assist the District in remedying the current flooding situation to the eastern portion of Maber Flats in recognition of their current water management objectives.

Thank you.

Yours very truly,

Jean Ireland
Jean Ireland

DIreland
Dan Ireland,
Professional Agrologist (P.Ag. Retired)

Cc: BC Agricultural Land Commission

Minister of Agriculture, Hon. Lana Popham

James Mack, Assistant Deputy Minister, Ministry of Water, Land and Resource Stewardship

Clayton Fox, Silver Rill Farms Ltd., 7235 Wallace Drive

Ken & MaryAnn Leason, 1841 Highfield Rd.

Larry Sluggett, Sluggett Farms

Nareka Jacques

From: Municipal Hall
Subject: RE: OPPORTUNITY TO BE HEARD Monday, April 27, 2026

From: Logan [redacted]
Sent: April 23, 2026 9:45 AM
To: Planning <Planning@csaanich.ca>
Subject: Re: OPPORTUNITY TO BE HEARD Monday, April 27, 2026

Thank you.

I understand that the April 27 meeting will focus on the proposed development on Marchant Road. I would appreciate some clarification on how this proposal and process will differ from what was experienced with the 1903 Mt. Newton development where there has been no feedback.

In particular, how will community input be incorporated, and how will residents know that their feedback has been meaningfully considered in the decision-making process?

Thank you for your time and attention. I look forward to your response.

Sincerely,
Logan McMenamie

> On Apr 23, 2026, at 9:21 AM, Planning <Planning@csaanich.ca> wrote:
>
> Good day Logan,
>
> Thank you for your email. Just confirming that your email is in regards to the Opportunity to be Heard being held on April 27th for the development permit application for 1255 Marchant Road?
>
> https://www.centralsaanich.ca/our-community/public-notices/opportunity-be-heard-april-27-2026-regular-council-meeting
>
> This is an opportunity for the public to comment on the proposed variances for this development.

HÍSWK̲E / Thank You,

Sian Bell (they/them)
Administrative Assistant, Planning Department
District of Central Saanich
250-544-4209 | CentralSaanich.ca
<image001.jpg>
We gratefully acknowledge that the ancestral land on which we work are within the traditional territories of the W̱SÁNEĆ peoples: W̱JOŁEŁP (Tsartlip), BOḴEĆEN (Pauquachin), SṮÁUTW̱ (Tsawout), W̱SIḴEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

From: Logan [redacted]
Sent: April 20, 2026 12:41 PM
To: Municipal Hall <Municipal.Hall@csaanich.ca>
Subject: OPPORTUNITY TO BE HEARD Monday, April 27, 2026

You don't often get email from [redacted]. Learn why this is important

Dear Mayor and Council,

OPPORTUNITY TO BE HEARD
Monday, April 27, 2026 at 7:00 pm
Council Chambers, Central Saanich Municipal Hall

I begin with a simple question: How will we know that we have been heard?

Residents have shown up. We have attended public meetings and received no response from Council. We have participated in focus groups and were told a report would follow—yet that report has now been deferred until after this meeting. Many have written directly to you and have not received even a basic acknowledgment. I do note with appreciation that Councillors Riddell, Newton, Graham, and King did acknowledge receipt of correspondence.

This is not a matter of disagreement—it is a matter of respect.

A democratic process requires more than collecting input; it requires visible engagement with that input. Silence from Council does not communicate neutrality—it communicates disregard.

In the leadership roles I have held, failing to respond to those offering thoughtful input would rightly be understood as a failure to listen.

So I ask again: How will we know that we have been heard?

And more importantly: When will Council demonstrate that it is listening?

At present, the process does not inspire confidence; it diminishes it.

Yours sincerely,
The Rt. Rev. Logan McMenamie

Nareka Jacques

From: Pieta VanDyke [redacted]
Sent: April 20, 2026 10:32 AM
To: Municipal Hall
Subject: Re: Proposed District Spending

note: This email is intended for Mayor and Council

Pieta VanDyke

On Mon, Apr 20, 2026 at 10:21 AM Pieta VanDyke [redacted] wrote:

> On behalf of the members of the Central Saanich Community Association, I would like to commend the District for the work that has gone into preparing the draft 2026 – 2030 Financial Plan. We recognize that as a District, we are moving into an era of increased uncertainty and unpredictability due to edicts from senior levels of government and worrisome world events.
>
> We understand that the District's proposed 3.67% tax increase is only a portion of the overall 7.37% increase but given that a significant portion of our population consists of householders on a fixed income, we urge Council to adopt a prudent approach, both in planned expenditures, and with the program of projects and initiatives it takes on.
>
> There is a perceived disconnect between service delivery and staff increases- both hiring and remuneration. For example, it is questionable if a Planning department that has increased to six is justifiable, or a Communications department that has grown threefold. In difficult economic times it is hard to justify a staff increase of 10.6 FTE over the past 2 years.
>
> A hard look is overdue by Council at all budget requests put forward by Staff.
>
> The staff salary increases have consistently exceeded the rate of inflation. Some of these now six figure salaries are conspicuously over generous.
>
> The reserve fund now exceeding 50 million is grossly oversized for a community of this size. There is room here to allow Council to make some adjustments which will lower the increase. This is no time to keep growing a fund that can afford to be frozen for at least the foreseeable future.
>
> The current economic climate is one of increased uncertainty whether it is the impact of tariffs, inflation, and now the growing pressures arising from war. This is not the time for large expenditures funded by large tax increases on an increasingly stressed taxpayer.
>
> This is, however; the time to show some restraint: to consider freezes or applying the brakes to hiring, staff salary increases and new equipment purchases.
>
> The concept of affordability and of restraint must make far more of an appearance in the District's fiscal expectations and management.

Taxation levels must be sustainable. We look forward to Council showing more leadership in this regard.

Sincerely,

Pieta VanDyke
President
Central Saanich Community Association

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