



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

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

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

Absent: Councillor Riddell

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

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

3.1 Agenda of the March 23, 2026 Regular Council Meeting

MOVED AND SECONDED

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

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

CARRIED UNANIMOUSLY

4. CLOSED MEETING

4.1 Motion to Close

MOVED AND SECONDED

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

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

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

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

CARRIED UNANIMOUSLY

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

Councillor Thompson joined the meeting at 6:51 pm.

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

5. CONSENT AGENDA

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

6. ADOPTION OF MINUTES

6.1 Minutes from the March 9, 2026 Regular Council Meeting

MOVED AND SECONDED

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

CARRIED UNANIMOUSLY

8. RISE AND REPORT

8.1 2025 Closed Meeting Motions

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

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

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

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

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

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

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

9. PUBLIC QUESTIONS OR FEEDBACK

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

10. PRESENTATIONS AND DELEGATIONS

10.1 Capital Regional District (CRD) Presentation

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

For information.

14. STAFF REPORTS

14.1 Animal Control Contract with the Capital Regional District

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

MOVED AND SECONDED

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

Amendment:

MOVED AND SECONDED

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

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

CARRIED UNANIMOUSLY

Motion as Amended:

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

CARRIED UNANIMOUSLY

12. CORRESPONDENCE (Action Required or Recommended)

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

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

MOVED AND SECONDED

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

Opposed (1): Councillor Newton

CARRIED (5 to 1)

13. REPORTS OF COMMITTEES/MAYOR'S REPORT

13.3 Council Members Reports - External Bodies

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

14. STAFF REPORTS

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

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

MOVED AND SECONDED

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

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

DEFEATED (2 to 4)

MOVED AND SECONDED

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

Opposed (1): Councillor King

CARRIED (5 to 1)

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

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

MOVED AND SECONDED

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

Opposed (1): Mayor Windsor

CARRIED (5 to 1)

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

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

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

MOVED AND SECONDED

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

Opposed (1): Councillor King

CARRIED (5 to 1)

14.6 1934 Hovey Road Soil Removal or Deposit Permit Application

The Director of Engineering responded to questions from Council.

MOVED

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

No seconder.

MOVED AND SECONDED

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

Opposed (1): Councillor King

CARRIED (5 to 1)

MOVED AND SECONDED

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

CARRIED UNANIMOUSLY

14.7 Central Saanich Little League Diamond 6 Infield Update

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

For information.

14.8 Procurement Award – Miscellaneous Equipment

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

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

MOVED AND SECONDED

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

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

CARRIED UNANIMOUSLY

15. BYLAWS

15.1 Other than Development Application Bylaws

15.1.1 Bylaw No. 2261 for Speed Regulation

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

MOVED AND SECONDED

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

Opposed (1): Councillor Graham

CARRIED (5 to 1)

15.2 Development Application Bylaws

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

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

MOVED AND SECONDED

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

Opposed (2): Councillor King, and Councillor Thompson

CARRIED (4 to 2)

MOVED AND SECONDED

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

Amendment:

MOVED AND SECONDED

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

Opposed (2): Councillor Graham, and Councillor King

CARRIED (4 to 2)

Amendment:

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

Opposed (2): Councillor King, and Councillor Thompson

CARRIED (4 to 2)

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

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

MOVED AND SECONDED

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

Opposed (1): Councillor King

CARRIED (5 to 1)

MOVED AND SECONDED

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

MOVED AND SECONDED

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

Opposed (1): Mayor Windsor

CARRIED (5 to 1)

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

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

MOVED AND SECONDED

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

Opposed (2): Councillor King, and Councillor Thompson

CARRIED (4 to 2)

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

MOVED AND SECONDED

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

MOVED AND SECONDED

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

CARRIED UNANIMOUSLY

16. UNFINISHED BUSINESS

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

Notice of motion regarding expanding public participation mechanisms.

Introduced at the March 9, 2026 RCM.

MOVED AND SECONDED

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

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

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

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

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

MOVED AND SECONDED

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

CARRIED UNANIMOUSLY

17. NEW BUSINESS (Including Motions and Resolutions)

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

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

For introduction.

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

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

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

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

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

17.2 April Meeting Calendar

For information.

18. CORRESPONDENCE (Receive for General Information)

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

For information.

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

For information.

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

For information.

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

For information.

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

19. CLOSED MEETING

19.1 Motion to Close

MOVED AND SECONDED

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

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

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

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

CARRIED UNANIMOUSLY

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

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

20. ADJOURNMENT

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

Mayor Windsor

Emilie Gorman, Director of Corporate Services/Corporate Officer