Harvest Hub Facility Project Monthly Update Meeting #5

Meeting Minutes
Tuesday, June 16, 2026
Harvest Hub Building Site, 1810 Glamorgan Road, North Saanich, BC

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1. **Attendance:**
   - Ben Martin, Director Infrastructure Services, DNS
   - Barb Webster, Director of Finance, DNS
   - Greg Warner, Donor
   - Dianne Rife, Donor
   - Sanjiv Shrivastava, Councilor

Note: Monthly meetings for April & May were deferred upon the agreement of all parties.

2. **Current Activity**
   - Construction Status
     - Framing nearing completion
     - Rough-in plumbing & Electrical starting shortly
     - Interior slab poured
     - Currently on schedule
     - Driveway roughed in, drainage installed
     - Septic field not yet started
     - Electrical service not yet installed
     - Water service at RROW installed
     - Perimeter fencing has been added complete with gates
   - Sandown Farm Plot Relocation
     - Work complete and farmer relocated
   - Harvest Hub Operator
     - A Harvest Hub staff report providing and update and a draft Harvest Hub Business Model and Expression of Interest (EOI) for an operator was presented at the Ag. Committee on June 11th, the Harvest Hub Working Group on June 11th (later that day) and will be going to Mayor & Council at the June 29th Regular Meeting.

Carried from Last Meeting
   - *ALR Compliance*
     - *Further to the terms of the gift agreement, the Planning Department has provided assurance that the project is in compliance with all ALR requirements.*
   - *Septic Location (carried from last meeting)*
     - *Concern from a Sandown grower was received regarding dispersion field distance to growing beds. An impact letter was provided to the growers (attached for reference).*

3. **ALR (carried from last previous meeting)**
   - Approach as per Department of Planning analysis:
     - Assume 50% of produce processed originates from Sandown – No non-farm use application required
     - Total site massing initially will not exceed 1,000 sqm (~10,000 sqft) – No notice of intent application required

4. **New Business**

- The Harvest Hub working group has become involved with specifying all interior equipment and furnishings.
  - The group has selected an alternate counter top configuration resulting in significant project savings.
  - Selection of the walk-in cooler and freezer is now timely and a decision must be made in order to maintain project schedule.
- Greg & Dianne have donated a glass front display freezer (12 cuft Omcan Unit) for use in the retail space.

Contact List

Org.	Name	Email	Phone
DNS	Ben Martin, Director Infrastructure Services	bmartin@northsaanich.ca	250-655-5461
DNS	Barb Webster, Director of Finance	bwebster@northsaanich.ca	250-655-5457
DNS	Felice Mazzoni, Director of Planning	fmazzoni@northsaanich.ca	250-655-5471
Donor	Greg Warner, Donor	Maples11120@gmail.com	-
Donor	Dianne Rife, Donor	peppertails@gmail.com	-
DNS	Sanjiv Shrivastava, Councilor	sshrivastava@northsaanich.ca	-

Meeting adjourned at 3:30 pm. Please inform if there are any errors or omissions to these minutes otherwise they will stand as an accurate representation of the meeting.

Yours truly,

District of North Saanich

Ben Martin, P.Eng.
Director of Infrastructure Services

cc: Stephanie Munro, CAO, via email
Ben Martin, Director Infrastructure Services, via email
Barb Webster, Director of Finance, via email
Greg Warner, Donor, via email
Dianne Rife, Donor, via email
Sanjiv Shrivastava, Councilor, via email

north saanich

April 20, 2026

File: 5330-20 /2025-12-ENG
-Food Hub Facility

Emily Harris
Executive Director
Sandown Center for Regenerative Agriculture
1810 Glamorgan Road
North Saanich, V8L 5S9

via email: info@sandowncentre.com

Ms. Harris,

Re: Notice of Construction Activity at Harvest Hub Site - REVISED

Please accept this letter as notice of construction activity at the Harvest Hub site. Construction activity has commenced and will be ongoing throughout the remainder of the year. Excavations have begun with soils being temporarily relocated to the west of the site at 'goat hill' opposite 1805 Glamorgan Road.

The site has been fenced to delineate the works and temporary hoarding can be explored should construction activity become detrimental to your tenant's farm activity. For any construction related concerns you can contact On Point Engineers Ltd site supervisor Cam Carlow, contact information is E: ccarlow@oppel.ca, or C: 250-883-9803.

Further to enquiries from your tenants regarding the planned installation of a septic field, please see below guidance regarding safe offsets to food production:

In British Columbia, an onsite sewage system, or septic system, can only be implemented by either a Registered Waste Water Practitioner (ROWP) or engineer, administered under the provincial Sewage Systems Regulation. Guidance for growing food adjacent a septic field varies as each site is unique. For this site, the ROWP is recommending a minimum horizontal set back between a vegetable garden and septic field of 6 meters.

The septic field installation at the Harvest Hub site exceeds the recommended offset of 6 meters. Should any of your tenants have any questions or concerns please collect them and distribute them to both myself and Cam for review and comment.

Regards,

Ben Martin
Director of Infrastructure

cc: On Point Engineers Ltd
District of North Saanich