

**MINUTES**  
**HEALTHY SAANICH ADVISORY COMMITTEE**  
Held virtually from Saanich Municipal Hall, Council Chambers  
**March 1, 2023 at 5:00 p.m.**

Members: Councillor Mena Westhaver, Carren Dujela; Claire Attwell,

Staff: Tiana Solares, Senior Recreation Manager; Amanda Blick-McStravick, Planning Analyst; Pam Hartling, Housing Planning and Policy Manager; Kirsten Brazier, Committee Clerk.

Absent: Ryan Henderson; Kam Judge; Basil Langevin; Liz Miller

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Due to a lack of quorum, no motions were passed.

**MINUTES**

- Minutes were not adopted as quorum was not met.

**CHAIR'S REMARKS**

- The chair thanked members for attending.
- Members raised concern of how the attendance of the committee dropped off.

**COMMITTEE DISCUSSION**

A discussion took place regarding the change over to the new committees and Terms of Reference.

**TENANT ASSISTANCE POLICY**

- A draft Tenant Assistance Policy has come from the direction of Council as the development of the Housing Strategy takes place.
- Purpose is to mitigate the impacts of tenants being displaced as a result of construction or renovations.
- This policy building on the Residential Tenancy Act.
- Currently completing internal stakeholder engagement before proceeding to Council in April.
- 30% of households in Saanich are rentals.
- TAP would apply when the rezoning application is submitted to the district that would result in 5 or more units being displaced.
- The applicant would have to submit a completed Tenant Assistant Plan. A Tenant Relocation Coordinator role but be designated before the application is submitted.
- The policy will outline communication with tenants, including the timeline, contact information for the coordinator, a copy of the Tenant Relocation Plan, opportunities for discussion, and regular updates in writing.
- Financial compensation would be based on length of tenancy.
- The applicant should provide moving expenses to tenants or provide flat rate compensation (based on unit size).
- Right of First Refusal would be offered at 20% below market rents of a unit of the same size.

- Planner would refer submitted TAP to Housing staff for review.
- TAP would be attached to the Council Report.
- Tenant Relocation Status Report would be required prior to the permits being issued.

Next Steps: The TAP would be put forward to Council in April.

### **Committee Discussion**

- Members raised the question of how to support emotional assistance for tenants that are being displaced.
- The Tenant Relocation Coordinator will play a large role in this area. Resources will also be made available on the district website.
- The policy would have a greater impact to renters if the language used when providing tenants guidelines and resources was approachable.
- A member asked if there was an appeal policy for tenants if an issued arises during the rehousing process. Tenants would be able to contact Housing Planners if they are experiencing difficulties. Staff will be checking to see if the implementation of the Tenant Plan is being carried out appropriately.
- Tenants who require additional assistance would be identified, through the coordinator.
- A discussion took place on how the right individuals would be placed in the coordinator role.
- The Housing staff would have referrals for relevant sent to them at the same time that referrals to other departments are taking place.
- Compensation would be provided when notice to vacate was given. Notice cannot be given until the demolition permits are issued. Four months notice would be required to be given.
- Transparent public accountability posted on the website that affirms they are meeting the required benchmarks. Residents could see their own feedback reflected on this forum.
- A follow up survey would be made available to tenants once the process was completed.
- The range of experiences of tenants needs to be taken into consideration.

### **NEW COMMITTEE DISCUSSION**

Terms of Reference for the ADEI Committees was reviewed.

Members offered the following comments.

- The committee configuration has become so narrow that it is now exclusionary.
- C. Westhaver will discuss this with the Mayor.
- Members were concerned that the TOR was changed without consulting the committee.

### **ADJOURNMENT**

The meeting adjourned at 6:51 p.m.

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Councillor Mena Westhaver, Chair

I hereby certify these minutes are accurate.

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Kirsten Brazier, Committee Clerk