

**MINUTES OF THE  
RENTERS' ADVISORY COMMITTEE MEETING  
OCTOBER 29, 2019**

**THE CHAIR CALLED THE MEETING TO ORDER AT 5:04 P.M.**

**Committee Members Present:** Alieda Blandford, Amy White, Ashley McKay, Emily Rogers, Jeff Dean, Leslie Robinson, Megan Billings, Riga Godron, Vanessa Hammond, Yuka Kurokawa.

**Committee Members Absent:** Alfred Okot Oche and Maureen Bourke.

**Council Members Present:** Jeremy Loveday, Sharmarke Dubow.

**Staff Present:** Chris Coates – City Clerk  
Bill Eisenhauer – Director of Engagement  
Bridget Frewer – Engagement Advisor  
Lindsay Milburn – Senior Housing Planner  
Marc Cittone – Senior Planner  
Hollie McKeil – Housing Planner  
Devon Cownden – Secretary

**1. APPROVAL OF THE AGENDA**

The agenda for the meeting of October 29, 2019 was put forward for approval.

**Motion:**

It was moved by Riga Godron, seconded by Vanessa Hammond, that the Agenda for the Renters' Advisory Committee meeting for October 29, 2019 be approved without changes.

**CARRIED UNANIMOUSLY**

**2. ADOPTION OF THE LAST MEETING MINUTES**

The Committee discussed:

- asking staff to distribute meeting minutes promptly following a scheduled meeting
- asking staff to distribute meeting agendas one week before a scheduled meeting.

Chris Coates identified that a meeting summary could be distributed ahead of the minutes as potential method of speeding up the transfer of meeting information RAC members after a meeting.

**Motion:**

It was moved by Yuka Kurokawa, seconded by Riga Godron that the Minutes of the RAC meeting held September 17, 2019 be approved.

**CARRIED UNANIMOUSLY**

**3. STAFF ANNOUNCEMENTS**

- Hollie McKeil informed the RAC that the RAC Terms of Reference (TOR) changes and the Strategic Work Plan were approved by City Council and will be made available on the Committee’s website.
- Lindsay Milburn informed the RAC that the Residential Properties Standards of Maintenance (RPSOM) bylaw has been put on hold by City Council during a closed meeting. The Draft RPSOM bylaw report section containing the RAC’s recommendation will be emailed to RAC members and staff will provide RAC with future updates to the draft RPSOM bylaw report timeline.

**4. AGENDA ITEMS**

TOPIC OVERVIEW AND DISCUSSION	ACTION, LEADER, AND TIMELINE
<p><b>4.1 Renters’ Advisory Committee Attendance and Membership</b></p> <p>The Co-Chairs identified a lack of quorum at two 2019 RAC meetings and asked that the Committee come up with ideas to increase member attendance.</p> <p>The Committee discussed amending the TOR to include an attendance requirement, a minimum number of active Committee members and a procedure for determining excused absences.</p>	<p><b><u>Motion:</u></b></p> <p>It was moved by Jeff Dean, seconded by Riga Godron that the RAC request Council amend the RAC Terms of Reference to include an attendance policy. The policy will have a provision that RAC members may be removed from the Committee after two consecutive unexcused absences, subject to a majority vote from the RAC. RAC members may request a leave of absence from the RAC, subject to the approval by a majority vote from the RAC members. The RAC may make a motion to recommend City Council not replace vacancies on the RAC between terms.</p> <p><b>CARRIED UNANIMOUSLY</b></p> <p>Staff will contact RAC members who are not in regular attendance to help identify and eliminate any barriers to their participation in meetings.</p>

TOPIC OVERVIEW AND DISCUSSION	ACTION, LEADER, AND TIMELINE
<p><b>4.2 Email Correspondence</b></p> <p>Alieda Blandford highlighted the benefits of having a dedicated RAC email address. Chris Coates noted that currently the RAC scope is to provide expert advice to Council and staff, while leaving public communication to staff and Council.</p> <p>RAC members asked staff for advice on how best to respond to members of the public who email, call or speak to them directly.</p>	<p><b><u>Motion:</u></b></p> <p>It was moved by Alieda Blandford, seconded by Jeff Dean that the RAC have a dedicated email address for members of the public to contact RAC members.</p> <p style="text-align: center;"><b>The motion was rescinded</b></p> <p>Staff will create a best practices document to assist the RAC members in redirecting public enquiries to staff and develop an effective response template to direct individuals to provide feedback to staff directly.</p>
<p><b>4.3 Tenant Engagement</b></p> <p>Bill Eisenhauer and Bridget Frewer presented an overview of the City’s Equity Lens and Engagement Framework.</p> <p>Renters were identified as having barriers to participation in engagement activities. Creating best practices of how to engage renters will be created, with RAC input through a collaborative workshop. Engagement staff will host a workshop with RAC at a future RAC meeting to establish a Renters Engagement Toolkit to guide future City engagement.</p> <p>The RAC discussed the lack of engagement with renters during the development of the RPSOM Bylaw.</p> <p>The Renters Engagement Toolkit will focus on a high-level document for all future renter engagement initiatives.</p>	<p>The engagement staff will host a workshop at a future RAC meeting, to create a Renters Engagement Toolkit that will guide the City’s future engagement initiatives. Engagement staff will provide discussion questions and further information to the RAC in advance of the workshop. The workshop will be limited to 30 to 45 minutes in length depending on agenda availability.</p>

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<p><b>4.4 Villages and Corridors Working Group</b></p> <p>Marc Cittone presented the new iteration of Local Area Planning (LAP) and asked for the RAC to nominate two members to join the Local Area Planning Working Group (LAPWG). Marc Cittone indicated that the working group would have between 12-20 people and representative of the population in Hillside-Quadra, Fernwood and North Park neighbourhoods.</p> <p>Leslie Robinson, Riga Godron, and Alieda Blandford put their names forward for the LAPWG.</p>	<p>Leslie Robinson, Riga Godron and Alieda Blandford were nominated to the LAPWG as representatives of the RAC.</p>
<p><b>4.5 Tenant Assistance Policy (TAP) Update</b></p> <p>Lindsay Milburn gave a brief overview of the TAP process and the formation of the RAC TAP-Subcommittee.</p> <p>Amy White gave an overview of the TAP-Subcommittee's review of the policy and the limitations of the Local Government Act to make significant policy amendments.</p> <p>The RAC discussed giving renters additional options during the TAP process, including having the option choose whether the landlord covers all moving costs or pays the tenant a flat rate compensation. It was suggested that the maximum compensation for tenants under TAP be increased.</p>	<p><b><u>Motion:</u></b></p> <p>It was moved by Amy White, seconded by Alieda Blandford, that the RAC recommend the TAP moving expenses and relocation assistance compensation be amended to include two compensation options for tenants, at the discretion of the tenant, while increasing the maximum compensation per unit as follows:</p> <p>Moving Expenses and Assistance:</p> <p>One or two options be provided, at the discretion of the tenant:</p> <p>1) An insured moving company may be hired by the applicant, with all arrangements and costs covered for tenant's relocation</p> <p>OR</p> <p>2) Flat rate compensation (based on bedrooms per unit) be provided to the tenant at the rate of:</p> <ul style="list-style-type: none"> <li>• \$500 for a bachelor unit</li> <li>• \$750 for a 1-bedroom unit</li> <li>• \$1000 for a 2-bedroom unit</li> <li>• \$1500 for a 3-bedroom+ unit.</li> </ul> <p style="text-align: center;"><b>CARRIED UNANIMOUSLY</b></p> <p>Staff will update the City of Victoria website to include additional and updated information about the TAP.</p>

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<p><b>4.6 Vanessa Hammond – Housing Solutions in Ireland</b></p> <p>Vanessa Hammond shared her experience visiting Ireland, highlighting effective housing solutions. Materials related to Irelands housing policies were offered to the RAC upon request.</p>	

**5. ADJOURNMENT**

**Motion:**

It was moved by Yuka Kurokawa, seconded by Emily Rogers, that The Renters’ Advisory Committee meeting of October 29, 2019, be adjourned at 7:05 p.m.

**CARRIED UNANIMOUSLY**