

“How to address a Saanich Council Meeting”

1) Access the Saanich – Mayor & Council web page and read the “Council Meeting Information” The next meeting agenda will be available on the Thursday prior to the meeting date.

2) Open the agenda and read the planning report for your item

The Planning Dep’t report contains recommendations. Read carefully the “options to council” listed in the report. Council cannot consider changes to height or density but they can deny the application.

Council often does discuss small changes with the applicant and if the applicant agrees to the change, it will be included in the final motion. You may write to council and/or attend either in person or electronically.

3) written comments - to: council@saanich.ca

If you submit written comments, you should try to send them at least one day before the meeting.

Effective comments are polite, concise and on topic. Point out specific facts about this project or the neighbourhood, that Council may not have considered. Council members know your neighbourhood will be impacted by traffic, noise and parking, - all projects do. Why is this project flawed?, are there safety concerns, privacy issues, loss of trees, anything unusual? What makes your neighbourhood special?

3) attend meeting

Be sure you know how many minutes you have to speak and when the Public Input time is for your agenda item. Brief is better. Be polite and be prepared to be flexible - if the previous speaker(s) have made your major points, simply say you agree and thank Council for listening. Be clear on what it is you want Council to put forth as a motion. Council may ask questions to the applicant or the Planning Department, as a result of public input. After Council questions, a motion will be made by a council member, that motion will be discussed and then put to a vote.

updated by Carol Hamill May 2025