

**MINUTES**  
**CITIZENS' ASSEMBLY STANDING COMMITTEE**  
Saanich Municipal Hall, Committee Room No. 2  
Monday, April 15, 2019 at 8:34 a.m.

Present: Mayor Haynes and Councillors Brownoff, Mersereau and Plant

Staff: Paul Thorkelsson, Chief Administrative Officer and Sarah Litzenberger, Senior Committee Clerk

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**CALL TO ORDER**

Mayor Haynes called the meeting to order at 8:34 a.m.

**AGENDA**

**Moved by Councillor Plant and Seconded by Councillor Mersereau: "That the following items be added to the April 15, 2019 Citizens' Assembly Standing Committee agenda under Other Business:**

- **Joint Council Citizens Assembly Subcommittee**
- **Reporting to the Province**
- **Presenting the Draft Terms of Reference to Council".**

**CARRIED**

**APPROVAL OF MINUTES**

**MOVED by Councillor Mersereau and Seconded by Councillor Plant: "That the minutes of the April 8, 2019 Citizens' Assembly Standing Committee meeting be adopted".**

**CARRIED**

**DRAFT TERMS OF REFERENCE – DISCUSSION**

The committee reviewed the draft Terms of Reference and made the following comments:

- It is important to clarify in the Terms of reference why there needs to be a discussion about good local governance.
- The commentary by the Assembly about issues related to the implementation and integration of the municipalities under amalgamation will assist with possible provincial funding.
- It is important to be mindful to not be seen as leading the Citizens' Assembly by using language such as "evaluating the case for the municipalities' amalgamation".
- The Assembly must look for both the positive and negative impacts of amalgamation and that should be reflected in the language of the Terms of Reference. Also, they must look at the impacts in both the short and long term for each municipality.
- The policies and cultures of municipalities can be influenced and affected by the composition of their land use.
- It is prudent to clarify that this is a provincially recognized process.
- Census data needs to be clarified for the Assembly composition.
- An email address for the Assembly will be managed by the Chair/Facilitator.
- The committee will bring to Council the discussion regarding whether the Assembly will have the meetings open or closed to the public.

**OTHER BUSINESS:**

**JOINT COUNCIL CITIZENS ASSEMBLY SUBCOMMITTEE**

Councillor Plant suggested that the Committee consider recommending to Council their support of the creation of the Terms of Reference for the Joint Council Citizens Assembly Subcommittee.

**Motion by Councillor Plant and Seconded by Councillor Mersereau: "That the Citizens' Assembly Standing Committee forward to Council and recommend that Council endorse the Terms of Reference of the Joint Council Citizens Assembly Subcommittee".**

**CARRIED**

**REPORTING TO THE PROVINCE**

Councillor Plant requested clarification on what the appropriate steps should be for the reporting of the Terms of Reference to the Provincial Government. The CAO advised that the Province will be looking for a Terms of Reference that has been combined and adopted by both Councils prior to submission. The recommendations from the Province will then be forwarded to Council.

**PRESENTING THE DRAFT TERMS OF REFERENCE TO COUNCIL**

The committee discussed the next steps to present the draft Terms of Reference to Council with the following comments:

- The committee will present the Terms of Reference to Council where they can respond and debate.
- Should there be significant changes, the Terms of Reference would return to the Standing Committee for revisal.
- Under Council's direction, if there were only minor edits at the Committee of the Whole meeting, the Terms of Reference could be forwarded to the following Council meeting for approval.
- They will be presented at the May 13, 2019 Committee of the Whole meeting.

**Motion by Councillor Plant and Seconded by Councillor Mersereau: "That the draft Terms of Reference of the Citizens' Assembly Standing Committee dated April 15, 2019 be forwarded to Council for approval."**

**CARRIED**

The meeting adjourned at 10:14 a.m.

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CHAIR

I hereby certify these Minutes are accurate.

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COMMITTEE SECRETARY