

MINUTES
CITIZENS' ASSEMBLY STANDING COMMITTEE
Saanich Municipal Hall, Committee Room No. 2
March 1, 2019 at 8:30 a.m.

Present: Mayor Haynes and Councillors Brownoff, Mersereau and Plant
Staff: Paul Thorkelsson, Chief Administrative Officer and Sarah Litzenberger, Senior Committee Clerk

CALL TO ORDER

Mayor Haynes called the meeting to order at 8:30 a.m.

Councillor Brownoff arrived at 8:33 a.m.

DRAFT TERMS OF REFERENCE – DISCUSSION

The committee reviewed the draft Terms of Reference for the Citizens' Assembly with the following discussion ensuing:

- The CAO reported that the requested changes to Sections 1 – 4 have been made and that Section 9 has been added to address decision making.
- The committee revisited Section 3.17 speaking on the preference of minority views over divergent views. It was suggested that a minority report could be an appendix to the main report.
- Noted were the differences between the North Cowichan and Duncan amalgamation question and the District of Saanich and Victoria question and reassurance that the Terms of Reference reflect what was mandated by the public. From that came a decision to change the name of the committee to the Citizens' Assembly between the District of Saanich and the City of Victoria.
- Concerns over the parameters around recommendation regarding fallout optics and credibility.
- The CAO reminded the members of the context of the Citizens Assembly and that it gives Council the opportunity to see if the work meets the Terms of Reference.
- Recommended number of meetings and the need to be mindful of the diverse locations and accessibility. The importance of public engagement and the style of engagement preferably being roundtable meetings led by the consultant. The Committee felt that the meetings needed to be unassailable.
- The CAO mentioned that the Terms of Reference should be high level. The Citizens Assembly will structure the meetings and the process should be their responsibility.
- Expectations of the Citizens Assembly working in a transparent manner and the different ways of reporting both to Council and the public.

INVITATION LETTER

The CAO introduced a sample letter that was used by the municipalities of Duncan and North Cowichan to invite residents to volunteer to serve on their Citizens' Assembly was circulated

**The following motion was made by Councillor Plant and seconded by Councillor Brownoff:
“That the Citizens’ Assembly Standing Committee receive the sample letter for
information.”**

CARRIED

The meeting adjourned at 9:34 a.m.

CHAIR

I hereby certify these Minutes are accurate.

COMMITTEE SECRETARY