

**MINUTES**  
**CITIZENS' ASSEMBLY STANDING COMMITTEE**  
Kirby Room, Police & Public Safety Building  
Monday, April 8, 2019 at 8:36 a.m.

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

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**CALL TO ORDER**

Mayor Haynes called the meeting to order at 8:36 a.m.

**APPROVAL OF MINUTES**

**MOVED by Councillor Plant and Seconded by Councillor Brownoff: "That the minutes of the February 20, 2019 and March 1, 2019 Citizens' Assembly Standing Committee meetings be adopted."**

**CARRIED**

**DRAFT TERMS OF REFERENCE – DISCUSSION**

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

- Council should discuss whether or not Citizens' Assembly meetings should be open or closed to the public.
- The Chair of the Assembly will be an independent contractor hired to facilitate the process.
- The intent of the Interim Directions Document is to communicate items that the Assembly feels are important and what work will be undertaken.
- The Final Report will be referred to the respective municipalities' staff as it is the responsibility of municipalities to prepare for a potential referendum and develop the process for bringing the municipalities together.
- The document the "Overview of Steps in an Amalgamation Study" should be included as an Appendix to the Terms of Reference.
- Invitations to be considered as a member of the Assembly should be evenly distributed to each community in Saanich and members be chosen to ensure the composition of the Assembly represents the diverse groups in the municipalities including business owners.
- A good facilitator will be able to manage any size of group; there should be enough voices in the room to get different perspectives.
- Stakeholder groups that support or do not support amalgamation will not be eligible to participate as a member of the Assembly as it is important to ensure that all members are able to keep an open mind.
- Further discussion is needed on providing an honorarium to members of the Assembly.
- The Chair may use experts who can assist with technical information but they will not participate in the work of the Assembly.
- Typically a budget would be established as part of the Request for Proposal process; the municipalities will be responsible for managing the budget.
- The Assembly will make decisions based on the consensus of its members.

The meeting adjourned at 10:39 a.m.

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CHAIR

I hereby certify these Minutes are accurate.

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COMMITTEE SECRETARY