



The Corporation of the District of Saanich

Report

To: Mayor and Council

From: Angila Bains, Director of Legislative and Protective Services/Corporate Officer

Date: April 29, 2025

Subject: Peninsula and Area Agricultural Commission Terms of Reference

File:

RECOMMENDATIONS

That Council approve the revised Terms of Reference for the Peninsula and Area Agricultural Commission (PAAC).

PURPOSE

To seek Council's approval of the revised Terms of Reference for the Peninsula and Area Agricultural Commission (PAAC), reflecting the outcomes of a joint governance review conducted in collaboration with member municipalities and the Commission.

DISCUSSION

The PAAC is an advisory body established and jointly funded by the municipalities of Central Saanich, North Saanich, Metchosin, and Saanich. In October 2023, the District of Central Saanich initiated a request for a joint governance review of the PAAC, to which all member municipalities agreed.

At its meeting held May 13, 2024, Council resolved as follows:

"That Council:

- Approve the request for a Peninsula and Area Agricultural Commission governance review;
- Request the Mayor write a letter to the District of Central Saanich requesting they manage the Terms of Reference update by incorporating feedback from member municipalities and PAAC; and
- Request the District of Central Saanich circulate an updated Terms of Reference once completed for comment and approval by member municipalities and PAAC."

Corporate Officers (or their designates) from member municipalities met several times to review the existing Terms of Reference. The revised document has since been reviewed by PAAC and approved by the municipalities of Central Saanich, North Saanich, and Metchosin.

As of 2025, the District of North Saanich is providing administrative support for PAAC and have facilitated the implementation of procedural improvements at PAAC meetings.

COUNCIL OPTIONS

1. That Council approve the revised terms of reference.
2. That Council refer the revised terms of reference back to member municipalities and PAAC for further revision.
3. That Council provide alternate direction.

FINANCIAL IMPLICATIONS

Member municipalities contribute to administrative support and operational expenses such as speaker honorariums and educational supplies. The revised Terms of Reference do not result in any additional financial impacts.

STRATEGIC PLAN IMPLICATIONS

The revised Terms of Reference support Council's 2023–2027 Strategic Plan under the theme of Organizational Excellence, specifically Objective 6.3: "We ensure continuous improvement to support robust and modern internal processes."

CONCLUSION

The updated Terms of Reference clarify PAAC's mandate, responsibilities, and procedures. They have been reviewed by PAAC and approved by the municipalities of Central Saanich, North Saanich, and Metchosin. The document is now presented for Council's consideration and approval.

Prepared by: Sharon Froud, Deputy Legislative Manager

Approved by: Angila Bains, Director of Legislative and Protective Services/Corporate Officer

Attachments:

PAAC Revised Terms of Reference (dated April 7, 2025)

PAAC Previous Terms of Reference (dated 2013/2014)

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Legislative and Protective Services/Corporate Officer.

Brent Reems, Chief Administrative Officer