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Joint Terms of Reference – from the Joint Meetings between Saanich and Victoria – July 2019

	Terms of Reference		
	The following Community Opinion Question was included on the ballot for the 2018 General and Local School Board Elections in Saanich and Victoria and supported by a majority of voters in both municipalities. **"Are you in favour of spending up to $250,000 for establishing a Citizens' Assembly to explore the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria?" (the "Question")**	The following Community Opinion Question was included on the ballot for the 2018 General and Local School Board Elections: **"Are you in favour of spending up to $250,000 for establishing a Citizens' Assembly to explore the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria?"**	The following Community Opinion Question was included on the ballot for the 2018 General and Local School Board Elections in Saanich and Victoria and supported by a majority of voters in both municipalities. **"Are you in favour of spending up to $250,000 for establishing a Citizens' Assembly to explore the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria?" (the "Question")**
1.0	**The District of Saanich and the City of Victoria Objectives**		
	The municipalities of Saanich and Victoria have adopted an innovative and transparent public process to explore the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria (the "Question"). The Citizens' Assembly (the "Assembly") process is expected to be a deliberative one, providing the residents of Saanich and Victoria with the opportunity to directly and actively participate. The Assembly is expected to be an impartial advisory body that is tasked with representing the residents of Saanich and Victoria in investigating the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City	The municipalities of Saanich and Victoria have adopted an innovative and transparent public process to support the completion of an analysis of the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria. The Citizens' Assembly (the "Assembly") process is expected to be a deliberative one, providing the residents of Victoria and Saanich with the opportunity to directly and actively participate in evaluating the case for the municipalities' amalgamation. The Assembly is expected to be an impartial advisory body that is tasked with representing the residents of Victoria and Saanich in investigating the costs, benefits and	The municipalities of Saanich and Victoria have adopted an innovative and transparent public process to explore the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria (the "Question"). The Citizens' Assembly (the "Assembly") process is expected to be a deliberative one, providing the residents of Saanich and Victoria with the opportunity to directly and actively participate. The Assembly is expected to be an impartial advisory body that is tasked with representing the residents of Saanich and Victoria in investigating the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City

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	of Victoria. The Assembly will exemplify the highest standards of transparency, accountability and citizen engagement in delivering their report findings to the respective municipal Councils. In establishing the Assembly, the municipalities have three objectives: 1.1 To learn about the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria including shared and contrasting values, concerns and needs of residents of Saanich and Victoria regarding neighbourhoods, change, growth, service delivery, governance, capital and infrastructure needs, land use planning and strategic and regulatory frameworks. 1.2 To fully understand the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria including residents' visions for the future of their respective communities and potentially an amalgamated Municipality. 1.3 To provide local residents with an unprecedented opportunity to explore the future of Saanich and Victoria.	disadvantages of the amalgamation between the District of Saanich and the City of Victoria. In doing so, the Assembly will exemplify the highest standards of transparency, accountability and citizen engagement in reaching detailed recommendations to the respective municipal Councils. In establishing the Assembly, the municipalities have three objectives: • To learn about the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria including shared and contrasting values, concerns and needs of residents of Victoria and Saanich regarding neighbourhoods, change, growth, service delivery, governance, capital and infrastructure needs, land use planning, emergency services and strategic and regulatory frameworks. • To fully understand the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria including residents' vision for the future of their respective community and potentially an amalgamated municipality. • To provide local residents with an unprecedented opportunity to explore the future of their communities.	of Victoria. In doing so, the Assembly will exemplify the highest standards of transparency, accountability and citizen engagement in delivering their report findings to the respective municipal Councils. In establishing the Assembly, the municipalities have three objectives: 1.1 To learn about the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria including shared and contrasting values, concerns and needs of residents of Victoria and Saanich regarding neighbourhoods, change, growth, service delivery, governance, capital and infrastructure needs, land use planning, **emergency services** and strategic and regulatory frameworks. 1.2 To fully understand the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria including residents' visions for the future of their respective communities and potentially an amalgamated Municipality. 1.3 To provide local residents with an unprecedented opportunity to explore the future of Saanich and Victoria. (Saanich will refer the addition to Council)
2.0	**Guiding Principles for Citizens' Assembly**		
2.1	**Openness and Transparency** – The Assembly will regularly share its learning and deliberations with the public.	**Openness and Transparency** – The Assembly will regularly share its learning and	**Openness and Transparency** – The Assembly will regularly share its learning and

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		deliberations with the public on an ongoing and predicable basis.	deliberations with the public **on an ongoing and predictable basis.** (Saanich will refer the addition to Council)
2.2	**Accountability and Legitimacy** – The Assembly will work within a defined mandate and budget on behalf of the residents of Saanich and Victoria. The Assembly will deliver its Final Report directly to the Municipal Councils of Saanich and Victoria.	**Accountability and Legitimacy** – The Assembly will work within a defined mandate and budget on behalf of the residents of Saanich and Victoria. The Assembly will deliver its Final Report directly to the respective municipal Councils.	**Accountability and Legitimacy** – The Assembly will work within a defined mandate and budget on behalf of the residents of Saanich and Victoria. The Assembly will deliver its Final Report Municipal Councils of Saanich and Victoria.
2.3	**Effective Representation** – The Assembly will be charged with the responsibility of representing the needs and interests of the residents of Saanich and Victoria. The members of the Assembly will be selected to broadly represent the demographics of the municipalities.	**Effective Representation** – The Assembly will be charged with the responsibility of representing the needs and interests of the residents of Saanich and Victoria. The members of the Assembly will be selected to broadly represent the demographics of the municipalities.	**Effective Representation** – The Assembly will be charged with the responsibility of representing the needs and interests of the residents of Saanich and Victoria. The members of the Assembly will be selected to broadly represent the demographics of the municipalities.
2.4	**Accessibilit**y – The Assembly will provide reasonable supports to address barriers that may prevent a member of the Assembly from participating successfully	**Accessibility** – The Assembly will provide reasonable supports to address barriers that may prevent a member of the Assembly from participating successfully.	**Accessibilit**y – The Assembly will provide reasonable supports to address barriers that may prevent a member of the Assembly from participating successfully
2.5	**Independence** – The Assembly will have full independence to determine how to best fulfill its mandate, under the advisement of an experienced, third-party consultant who will facilitate the Assembly process.	**Independence** – The Assembly will have full independence to determine how to best fulfill its mandate.	**Independence** – The Assembly will have full independence to determine how to best fulfill its mandate, **under the advisement of an experienced, third-party consultant who will facilitate the Assembly process.** (Victoria will consider the original wording)
2.6	**Well-Informed** –The Assembly's recommendations will be informed by a range of perspectives and sources of expertise including the technical report.	**Well-informed** – The Assembly will deliver sound recommendations in its Final Report. The Assembly's recommendations will be informed by a range of perspectives and sources of expertise.	**Well-Informed** –The Assembly's recommendations will be informed by a range of perspectives and sources of expertise including the technical report. (Victoria will consider the original wording 'including the technical report').

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2.7	**Balanc**e – The Assembly will consider a diversity of voices and perspectives in its deliberations.	**Balance** – The Assembly will consider a diversity of voices and perspectives in its deliberations. The Facilitator will work to ensure that there is room for all voices.	**Balance** – The Assembly will consider a diversity of voices and perspectives in its deliberations. The Chair will work to ensure that there is room for all voices. (Saanich will refer the addition to Council)
2.8	**Collaborative Decision-Making** – The Assembly will work towards consensus when drafting their recommendations, while also respecting and documenting differing perspectives among its members.	**Collaborative decision-making** – The Assembly will work towards consensus when drafting their recommendations, while also respecting and documenting differing perspectives among its members **and retaining a recourse to majority vote.**	**Collaborative Decision-Making** – The Assembly will work towards consensus when drafting their recommendations, while also respecting and documenting differing perspectives among its members. (Victoria will consider the original wording – to remove the underlined sentence; the recourse to majority vote is now covered late in the document.)
2.9	**Respect** – The Assembly will strive to be conscientious and fair-minded in their deliberations and in their consultations with the residents of Saanich and Victoria.	**Respect** – The Assembly will strive to be conscientious and fair-minded in their deliberations and in their consultations with the residents of Victoria and Saanich.	**Respect** – The Assembly will strive to be conscientious and fair-minded in their deliberations and in their consultations with the residents of Victoria and Saanich.
3.0	**Mandate of the Citizens' Assembly**		
	The Assembly is tasked by the District of Saanich and the City of Victoria to explore the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria.	The Assembly is tasked by the District of Saanich and the City of Victoria to learn about the needs and interests of local residents, examine the full basket of implications of creating a new, amalgamated municipal structure, and advise the respective Councils on whether or not the municipalities should proceed towards amalgamation.	The Assembly is tasked by the District of Saanich and the City of Victoria to explore the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of Victoria. (Victoria agrees to Saanich's wording)
3.1	Specifically, the Assembly will: Identify common aspirations for good local governance to provide a basis for evaluating costs, benefits and disadvantages of amalgamation and status quo of the	Specifically, the Assembly will: Identify common aspirations for good local governance to provide a basis for evaluating amalgamation and status quo.	Specifically, the Assembly will: Identify common aspirations for good local governance to provide a basis for evaluating costs, benefits and disadvantages of amalgamation and status quo of the

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	municipalities relative to their current independent status.		municipalities relative to their current independent status. (Victoria agrees to Saanich's wording) **Victoria's proposed additional language:**
3.2	List the issues which the Assembly believes needs to be resolved for amalgamation to merit consideration, including issues related to the implementation and integration of the municipalities under amalgamation.	List the issues that the Assembly believes needs to be satisfactorily resolved for amalgamation to merit consideration.	List the issues which the Assembly believes needs to be resolved for amalgamation to merit consideration, including issues related to the implementation and integration of the municipalities under amalgamation. (Victoria does not object to Saanich's proposed language.)
3.3 (Vic)	N/A	Detail recommendation(s) concerning the amalgamation of Victoria and Saanich, including any conditions that need to be satisfied if an amalgamation was to proceed.	(Victoria will strike this proposed language.)
3.4 (Vic)	N/A	List issues and recommendations for addressing identified issues with regard to the implementation and the integration of the municipalities should the Assembly recommend amalgamation.	(Victoria will strike this proposed language.)
	In satisfying their mandate and developing recommendations, the Assembly will be expected to consider and analyze the positive and negative impacts of amalgamation (at a minimum) the following:	In satisfying their mandate and developing recommendations, the Assembly will be expected to consider and analyze (at a minimum) the following:	In satisfying their mandate and developing recommendations, the Assembly will be expected to consider and analyze the positive and negative impacts of amalgamation (at a minimum) the following: (Victoria agrees to Saanich's wording)
3.3 (Saa) 3.5 (Vic)	Assets and liabilities of Saanich and Victoria including any related impacts on local rate payers.	Assets and liabilities of Saanich and Victoria including any related impacts on local rate payers resulting from amalgamation.	Look at combining 3.3, 3.4 and 3.18 (Victoria).

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3.4 (Saa) **3.6 (Vic)** **3.7 (Vic)**	Cultural and land use priorities and differences of the two municipalities. Balance of the issues of economy of scale with community identity and representation	3.6 Cultural and land use priorities and similarities and differences of the two municipalities and any anticipated impacts arising from amalgamation. 3.7 Balance of the issues of economy of scale with community identity and representation	Look at combining 3.3, 3.4 and 3.18 (Victoria). **Note**: Saanich and Victoria will consider adding Urban Containment Boundary Strategy language to this document.
3.5 (Saa) **3.9 (Vic)** **3.10 (Vic)**	Comparison of corporate structures and approaches to governance of the two municipalities. Ongoing work with local First Nations toward Reconciliation.	3.9 Comparison of corporate structures and approaches to governance of the two municipalities and the anticipated impacts (positive and negative) arising from amalgamation. 3.10 All analysis and recommendations of the Assembly are informed and mindful of the ongoing work with local First Nations of reconciliation.	(Victoria will strike 3.9) All analysis and recommendations of the Assembly are informed and mindful of the ongoing reconciliation work with local First Nations.
3.8 (Vic) **3.10 (Saa)**	Clear delineation of advantages and disadvantages for the respective municipality in considering amalgamation versus those accruing solely to a combined municipality arising from amalgamation.	Delineation of the clear weighing of the overall advantages versus disadvantages accruing to the individual municipalities versus those accruing solely to a combined municipality arising from amalgamation.	Clear delineation of advantages and disadvantages for the respective municipality in considering amalgamation versus those accruing solely to a combined municipality arising from amalgamation. (No substantive difference)
3.6 (Saa) **3.12 (Vic)**	Neighbourhood level implications	Consideration of impacts at the neighbourhood level not only for the broad community.	Neighbourhood level implications (Victoria agrees to Saanich's wording)

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3.11 (Vic) **3.11 (Saa)**	To the extent possible, consideration of costs, benefits and disadvantages of amalgamation between the District of Saanich and the City of Victoria over both the short and long terms (i.e. Over 5 year, 20 year, 50 year horizons).	Consideration of benefits and costs of amalgamation over both the short and long terms (i.e. Over 5 year, 20 year, 50 year horizons).	To the extent possible, consideration of costs, benefits and disadvantages of amalgamation between the District of Saanich and the City of Victoria over both the short and long terms (i.e. Over 5 year, 20 year, 50 year horizons). (Victoria agrees to Saanich's wording)
3.7 (Saa) **3.13 (Vic)**	Congruency and alignment of strategic and political priorities of the municipalities (as expressed in Strategic Plans, Official Community Plans and other significant strategic and plan documents).	. Consideration of the congruency and alignment of the Official Community Plans and other significant strategic and plan documents of the municipalities.	Congruency and alignment of strategic and political priorities of the municipalities (as expressed in Strategic Plans, Official Community Plans and other significant strategic and plan documents including the Urban Containment Boundary). (Victoria agrees to Saanich's wording)
3.8 (Saa) **3.15 (Vic)**	Past investment in and future needs for capital assets, infrastructure replacement reserves including the analysis of anticipated impacts on an amalgamated municipality.	Status and strategies of capital and infrastructure replacement reserves including the analysis of anticipated impacts on an amalgamated municipality.	Past investment in and future needs for capital assets, infrastructure replacement reserves including the analysis of anticipated impacts on an amalgamated municipality. (Victoria agrees to Saanich's wording)
3.14 (Vic)		Consideration of democratic representation and accessibility of elected officials to residents and other stakeholders.	Consideration of democratic representation and accessibility of elected officials to residents and other stakeholders. (Saanich will consider Victoria's wording)
3.9 (Saa) **3.16 (Vic)**	Variations in levels of service of the two municipalities including the development of clear recommendations on aligning service levels in an amalgamated municipality.	Variations in levels of service of the two municipalities including the development of clear recommendations on aligning service levels in an amalgamated municipality.	Variations in levels of service of the two municipalities including the development of clear recommendations on aligning service levels in an amalgamated municipality. (Victoria agrees to Saanich's wording)

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3.12 (Saa) **3.17 (Vic)**	Commentary from the Assembly on other opportunities for service integration is considered part of the Assembly's mandate.	If full amalgamation of Saanich and Victoria is not recommended by the Assembly, commentary from the Assembly on other opportunities for service integration is considered part of the Assembly's mandate.	Commentary from the Assembly on other opportunities for service integration is considered part of the Assembly's mandate. (Victoria agrees to Saanich's wording)
3.13 (Saa) **3.18 (Vic)**	If full amalgamation of Saanich and Victoria is recommended by the Assembly, commentary and recommendations from the Assembly on the integration of full municipal operations (both in the short and longer term) is expected as part of the Assembly's mandate.	If full amalgamation of Saanich and Victoria is recommended by the Assembly, commentary and recommendations from the Assembly on the integration of full municipal operations (both in the short and longer term) is expected as part of the Assembly's mandate.	Look at combining 3.3, 3.4 and 3.18 (Victoria). If full amalgamation of Saanich and Victoria is recommended by the Assembly, commentary and recommendations from the Assembly on the integration of full municipal operations (both in the short and longer term) is expected as part of the Assembly's mandate. (Victoria agrees to Saanich's wording)
3.14 **3.18 (Vic)**	In meeting its mandate and the expectations outlined in the Terms of Reference, the Assembly will, to the greatest extent possible, represent the consensus view of the members.	In meeting its mandate and the expectations outlined in the Terms of Reference the Assembly will, to the greatest extent possible, represent the consensus view of the members. Divergent views of Assembly members and community members will also be included in the Citizens' Assembly's Final Report.	In meeting its mandate and the expectations outlined in the Terms of Reference the Assembly will, to the greatest extent possible, represent the consensus view of the members. Divergent views of Assembly members will also be included in the Citizens' Assembly's Final Report. (Victoria will strike 'and community members')
4.0	**Constraints on the Citizens' Assembly**		
	The Assembly will enjoy wide latitude, subject to the processes and mandate laid out in the Terms of Reference, in its ability to make recommendations to Saanich and Victoria regarding the costs, benefits and disadvantages of the amalgamation between	The Assembly will enjoy wide latitude, subject to the processes and mandate laid out in the Terms of Reference, in its ability to make recommendations to Victoria and Saanich regarding the costs, benefits and disadvantages of the amalgamation between the District of Saanich and the City of	The Assembly will enjoy wide latitude, subject to the processes and mandate laid out in the Terms of Reference, in its ability to make recommendations to Saanich and Victoria regarding the costs, benefits and disadvantages of the amalgamation between

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	the District of Saanich and the City of Victoria. Recommendations must take into consideration the information gathered by a third-party technical team. In accordance with the process guidance provided by the Ministry of Municipal Affairs and Housing, the Municipal Councils of Saanich and Victoria will have the final authority to accept, modify or reject specific recommendations from the Assembly subject to the processes and mandate laid out in the Terms of Reference.	Victoria. Recommendations must include a final Yes/No recommendation to the respective Councils on proceeding towards a Referendum on amalgamation. The Councils of Saanich and Victoria will have the final authority to accept, modify or reject specific recommendations from the Assembly at their discretion.	the District of Saanich and the City of Victoria. Recommendations must take into consideration the information gathered by a third-party technical team. In accordance with the process guidance provided by the Ministry of Municipal Affairs and Housing, the Municipal Councils of Saanich and Victoria will have the final authority to accept, modify or reject specific recommendations from the Assembly subject to the processes and mandate laid out in the Terms of Reference. (Victoria agrees to Saanich's wording) Proposed language to add to this section (rather than 3.1): This Assembly will make fact-based, evidence-based and informed recommendations to the Councils in order to determine a path forward. Saanich is considering holding this in abeyance pending comments from the Ministry of Municipal Affairs
5.0	**Schedule of the Citizens' Assembly**		
	The Assembly will convene during 6-12 Saturday sessions beginning in 2019, and concluding in 2020. Additional meetings of the Assembly may be scheduled at the discretion of the Chair of the Assembly (see 8.2 for roles and responsibilities of the Chair). Meetings of the Assembly will not allow the public to attend in person but will be viewable by the public through webcast. The Assembly will also host multiple public roundtable meetings in both municipalities during the	The Citizens' Assembly will convene during 4-6 full-day Saturday sessions beginning in September 2019, and concluding in March 2020. Additional meetings of the Assembly may be scheduled at the discretion of the Facilitator. The Citizens' Assembly will also host 3 roundtable meetings with public participation during the course of their session's schedule.	The Citizens' Assembly will convene during 4-12 Saturday sessions beginning in 2019, and concluding in 2020. Additional meetings of the Assembly may be scheduled at the discretion of the Chair of the Assembly. Meetings of the Assembly will not allow the public to attend in person but will be viewable by the public through webcast. The Assembly will also host multiple public roundtable meetings in both municipalities during the course of the Assembly schedule, with one of

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		course of the Assembly schedule, with one of the meetings to discuss the technical report, which will be open to all local residents. The Assembly at the start of their process will set and define their schedule	The Assembly will meet according to the following schedule: • TBD • TBD All meetings of the Assembly will be open to the public.	the meetings to discuss the technical report, which will be open to all local residents. The Assembly at the start of their process will set and define their schedule. (Victoria agrees to this wording)==However there is a discrepancy on the wording about the number of meetings that was not resolved in the joint meeting.==
6.0		**Reporting and Communications of the Citizens' Assembly**		
		The Assembly will communicate regularly about its work to the public, Municipal Councils of Saanich and Victoria and to the joint municipal working group as outlined below.	The Citizens' Assembly will communicate regularly about its work to the public, Municipal Councils and to the joint Municipal Working Group.	The Assembly will communicate regularly about its work to the public, Municipal Councils of Saanich and Victoria and to the joint municipal working group as outlined below. (Victoria agrees to Saanich's wording)
	6.1	**General Reporting** The municipalities will develop a shared webpage that will list the members of the Assembly, a detailed agenda including all speakers and resources, and the Assembly's Terms of Reference. Following each Assembly meeting, a brief summary of its activities and progress will be posted.	**General Reporting** The Municipalities will develop a shared webpage that will list the members of the Assembly, a detailed agenda including all speakers and resources, and the Assembly's Terms of Reference. Following each Assembly meeting, a brief summary of its activities and progress will be posted.	**General Reporting** The Municipalities will develop a shared webpage that will list the members of the Assembly, a detailed agenda including all speakers and resources, and the Assembly's Terms of Reference. Following each Assembly meeting, a brief summary of its activities and progress will be posted.
	6.2	**Interim Directions Document** As early as possible in their process, the Assembly will issue a brief directions document listing its draft values and the issues or questions that the Assembly believes deserve further study and consideration during their deliberations.	**Interim Directions Document** Following its second meeting, the Assembly will issue a brief directions document listing its draft values, and the issues or questions that the Assembly believes deserve further study and consideration.	**Interim Directions Document** As early as possible in their process, the Assembly will issue a brief directions document listing its draft values and the issues or questions that the Assembly believes deserve further study and consideration during their deliberations. (Victoria agrees to Saanich's wording)
	6.3	**Final Report**	**Final Report**	

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	The Assembly will deliver its Final Report to the Municipal Councils of Saanich and Victoria no later than 45 days after the last Assembly meeting. The report will include a letter from the Chair, an overview of the process, and the proposed values, identified issues and final recommendations of the Assembly. It will also include an Appendix that will contain copies of all materials considered by the Assembly, a list of the members of the Assembly, and a 'Minority Report' that documents any dissenting perspectives.	The Assembly will deliver its report to the Municipalities no later than April 2020. The report will include a letter from the Facilitator, an overview of the process, and the proposed values, identified issues and final recommendations of the Assembly. It will also include an appendix that contains copies of all materials considered by the Assembly, a list of the members of the Assembly and any correspondence provided by individual members and a 'minority report' that documents any dissenting perspectives.	**Final Report** The Assembly will deliver its report to the Municipalities no later than April 2020. The report will include a letter from the Chair, an overview of the process, and the proposed values, identified issues and final recommendations of the Assembly. It will also include an appendix that contains copies of all materials considered by the Assembly, a list of the members of the Assembly and any correspondence provided by individual members and a 'minority report' that documents any dissenting perspectives. (Saanich to discuss the length of time with Council and the receipt of correspondence)
	6.4 **Communications** The Chair is authorized as the exclusive spokesperson for the Assembly and will approve all public communications regarding the conduct of the Assembly unless otherwise delegated.	**Communications** The Assembly's Facilitator is authorized as the spokesperson for the Assembly. Members of the Assembly are free to share personal views regarding the Assembly's conduct whenever and however they choose.	**Communications** The Chair is authorized as the **official** spokesperson for the Assembly and will approve all **official** communications regarding the conduct of the Assembly unless otherwise delegated.
	6.5 The Assembly will present the Final Report to the Municipal Councils of Saanich and Victoria, which may, at their discretion, refer the report to municipal staff for comment, response and clarification, where appropriate prior to considering the final recommendations.	The Citizens' Assembly will present this report to the respective Municipal Councils, which may, at their discretion, refer the report to the respective municipalities' Staffs for comment, response and clarification, where appropriate, prior to considering the final recommendations.	The Citizens' Assembly will present this report to the respective Municipal Councils, which may, at their discretion, refer the report to the respective municipalities' Staffs for comment, response and clarification, where appropriate, prior to considering the final recommendations.
7.0	**Composition of the Citizens' Assembly**		
7.1	**Recruitment Process** Members of the Assembly will be randomly selected by Civic Lottery — a mechanism that ensures that a broad, representative cross-section of local residents and business owners are selected to participate.	**Recruitment Process** Members of the Citizens' Assembly will be randomly selected by Civic Lottery — a mechanism that ensures that a broad, representative cross-section of local residents are selected to participate.	**Recruitment Process** Members of the Citizens' Assembly will be randomly selected by Civic Lottery – a mechanism that ensures that a broad, representative cross-section of local residents are selected to

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				participate.
7.2		**Number of Members**		
		The Assembly will consist of 100 members. In order to be eligible to serve on the Assembly, an applicant must:	The number of members of the Citizen's Assembly will be 21 Victoria residents and 28 Saanich residents determined jointly by Saanich and Victoria Councils in consultation with the Citizen's Assembly Facilitator. In order to be eligible to serve on this Citizens' Assembly, an applicant must:	Victoria's proposal that the Assembly should be comprised of no more than ==73== members to be referred to both Councils. ==Number being considered by Saanich==
		7.2.1 Reside within the municipal boundaries of the District of Saanich or the City of Victoria as defined by the area map. (See Map – XXXX)	• Reside within the legal municipal boundaries of the District of Saanich or the City of Victoria ; and	• Reside within the legal municipal boundaries of the District of Saanich or the City of Victoria ; and
		7.2.2 Be at least 16 years of age on the date of the Civic Lottery;	• Be at least 16 years of age as of September 1, 2019.	• Be at least 16 years of age on the date of the Civic Lottery;
		7.2.3 Only one person per residential address (unit in building) or business address will be eligible to become a member of the Assembly.		• Only one person per residential address (unit in building) or business address will be eligible to become a member of the Assembly.
		7.2.4 If a member of the Assembly is a business owner, they cannot transfer their eligibility to an employee.		
		7.2.5 Employees of the District of Saanich and the City of Victoria, as well as elected officials (municipal, provincial or federal), are ineligible to serve as Assembly members.	• Employees of the District of Saanich or City of Victoria, as well as elected officials (municipal, provincial or federal), are ineligible to serve as Assembly members.	• Employees of the District of Saanich or the City of Victoria, as well as elected officials (municipal, provincial or federal), are ineligible to serve as Assembly members.
		7.2.6 ==The Chair will ensure that individuals that are members of stakeholder groups that support or do not support the amalgamation of Saanich and Victoria, are ineligible to serve as Assembly members.==		7.2.6 Replace this wording with this proposed language: Members or applicants declare a conflict and refrain from providing advice or recommendations that would result in gain for the organization that they represent.

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			OR Applicants will be asked to indicate organizations that they have participated in that they may perceive to give them a conflict in participating in this process. ==Acknowledged Discrepancy Saanich is presenting the highlighted language and language as well.== (The two options will be referred to the respective Councils.)
7.3	**Assembly Composition**		
	The Assembly will generally reflect the composition of the population of each municipality with regard to: 7.3.1 An equal proportion of male and female members; 7.3.2 A proportionate number of members from different age cohorts based on census data; 7.3.3 A proportionate number of renters and home owners; 7.3.4 A proportionate number of members from the two municipalities – 57 members from Saanich, 43 members from Victoria (based on BC Statistics population data); and 7.3.5 At least five members who self-identify as Aboriginal. (check % of census data) 7.3.6 A proportionate number of urban and rural residents.	The Assembly will generally reflect the composition of the population of the two municipalities with regard to: • Gender • Broad age group • Renter versus home owner • Aboriginal/metis status and at least five who self identify as aboriginal/metis.	The Assembly will generally reflect the composition of the population of each municipality with regard to: 7.3.1 An equal proportion of male and female members; 7.3.2 A proportionate number of members from different age cohorts based on census data; 7.3.3 A proportionate number of renters and home owners; 7.3.4 A proportionate number of members from the two municipalities – 57 members from Saanich, 43 members from Victoria (based on BC Statistics population data); and 7.3.5 At least five members who self-identify as Aboriginal. (check % of census data) 7.3.6 A proportionate number of urban and rural residents. ==The proportionate number of participants will be a product of the final number of Assembly members== (Victoria doesn't object to Saanich language: will be referred to respective Councils.)

	Saanich	Victoria	**Recommendations for Council**
7.4	Proportions will be established based on the most recent (2016) census profile. To assist Assembly members to participate, members will be reimbursed for reasonable childcare, eldercare, and transportation costs or other reasonable expenses that could be a barrier to participation. Assistance will also be provided to those members with differing physical or learning abilities.	Proportions will be established based on the most recent (2016) census profile. To assist Assembly members to participate, members will be reimbursed for reasonable childcare, eldercare, and transportation costs and will receive an honorarium of $100 per meeting. Assistance will also be provided to those members with differing physical or learning abilities.	Proportions will be established based on the most recent (2016) census profile. To assist Assembly members to participate, members will be reimbursed for reasonable childcare, eldercare, and transportation costs and will receive an honorarium of $100 per meeting. Assistance will also be provided to those members with differing physical or learning abilities. ==(Saanich proposes voluntary receipt of honorariums.)== ==(Victoria proposes that each municipality will follow respective honorarium policies.)==
7.5	The working language of the Assembly is English. Translation services are not available.		The working language of the Assembly is English. Translation services are not available. (Victoria agrees to this wording)
8.0	**Roles and Responsibilities**		
8.1	**Roles and Responsibilities of Citizens' Assembly Members** Members of the Assembly are expected to fulfil their duties and agree to: 8.1.1 Attend each of the sessions of the Assembly as well as public roundtable meetings. 8.1.2 Work to understand and represent the varied perspectives of all Saanich and Victoria residents. 8.1.3 Treat each other with respect and take an active role in the work of the Assembly. 8.1.4 Work collaboratively to achieve a strong consensus concerning the Assembly's recommendations.	**Roles and Responsibilities of Citizens' Assembly Members** Members of the Assembly are expected to fulfil their duties and agree to: • Attend each of the sessions of the Citizens' Assembly as well as public roundtable meetings. • Work to understand and represent the varied perspectives of all Saanich and Victoria residents. • Treat each other with respect and take an active role in the work of the Assembly. • Work collaboratively to achieve a strong consensus concerning the Assembly's recommendations.	**Roles and Responsibilities of Citizens' Assembly Members** Members of the Assembly are expected to fulfil their duties and agree to: • Attend each of the sessions of the Citizens' Assembly as well as public roundtable meetings. • Work to understand and represent the varied perspectives of all Saanich and Victoria residents. • Treat each other with respect and take an active role in the work of the Assembly. • Work collaboratively to achieve a strong consensus concerning the Assembly's recommendations.

	Saanich	Victoria	**Recommendations for Council**
	If a member of the Assembly must withdraw owing to illness or unexpected events, their position may be filled from the pool of applicants at the discretion of the Chair.	If a member of the Assembly must withdraw owing to illness or unexpected events, his or her position may be filled from the pool of applicants at the discretion of the Facilitator.	If a member of the Assembly must withdraw owing to illness or unexpected events, his or her position may be filled from the pool of applicants at the discretion of the Chair
8.2	**Roles and Responsibilities of the Facilitator**		
	The Chair of the Assembly will be the Facilitator appointed by the District of Saanich and the City of Victoria who will design and host the meetings and proceedings of the Assembly. The Chair will not be a municipal employee and is expected to remain neutral with regards to the recommendations or direction of the Assembly. The Chair is charged to: 8.2.1 Oversee a fair and representative member selection process. 8.2.2 Develop a balanced learning program that involves residents, community organizations and experts to provide a range of perspectives. 8.2.3 Ensure that the Assembly's learning program is balanced, adequate and reflects a range of reasonable perspectives. 8.2.4 Follow Robert's Rules of Order in supporting respectful dialogue and deliberation amongst members leading to consensus based decisions. 8.2.5 Ensure that regular updates concerning the Assembly's proceedings are made publicly available. 8.2.6 Provide opportunities to inform and convey perspectives from local residents and stakeholders to Assembly members.	The Facilitator of the Citizens' Assembly will be appointed by the District of Saanich and the City of Victoria to design and host the proceedings of the Citizens' Assembly. The Facilitator will not be a municipal employee and is expected to remain neutral with regards to the recommendations or direction of the Assembly. The Facilitator, with the support of an Assembly Working Group, is charged to: • Oversee a fair and representative member selection process. • Develop a balanced learning program that involves residents, community organizations and experts to provide a range of perspectives. • Supporting respectful dialogue and deliberation amongst members leading to consensus based decisions and uphold assembly procedures as per these terms of reference. If members feel that consensus based decision-making is not working at any given point in the deliberations, a group of three members may request that the Facilitator call a vote on any given matter. Once three members ask for this, the Facilitator must	The Chair of the Citizens' Assembly will be appointed by the District of Saanich and the City of Victoria to design and host the proceedings of the Citizens' Assembly. The Chair will not be a municipal employee and is expected to remain neutral with regards to the recommendations or direction of the Assembly. The Chair, is charged to: • Oversee a fair and representative member selection process. • Develop a balanced learning program that involves residents, community organizations and experts to provide a range of perspectives. • Supporting respectful dialogue and deliberation amongst members leading to consensus based decisions and uphold assembly procedures as per these terms of reference. If members feel that consensus based decision-making is not working at any given point in the deliberations, a group of three members representing Saanich and three members representing Victoria may request that the Facilitator call a vote on any given matter. Once the six members ask for this, the Facilitator must ask the assembly to decide the matter by vote.

	Saanich	Victoria	**Recommendations for Council**
	8.2.7 Produce and deliver a Final Report concerning the Assembly's activities and recommendations to the Municipal Councils of Saanich and Victoria. 8.2.8 Exercise discretion in ensuring the integrity and sound conduct of the Assembly. 8.2.9 Ensure that the design and conduct of the Assembly are consistent with good democratic practices.	ask the assembly to decide the matter by vote. • Ensure that regular updates concerning the Assembly's proceedings are made publicly available. • Provide opportunities to inform and convey perspectives from local residents and stakeholders to Assembly members. • Produce and deliver a Final Report concerning the Assembly's activities and recommendations to the municipal Councils. • Exercise discretion in ensuring the integrity and sound conduct of the Assembly.	==(May keep this language in roles and responsibilities of the chair, and also add it to section 2 under guiding principles. Will be referred to both Councils.)== • Ensure that regular updates concerning the Assembly's proceedings are made publicly available. • Provide opportunities to inform and convey perspectives from local residents and stakeholders to Assembly members. • Produce and deliver a Final Report concerning the Assembly's activities and recommendations to the municipal Councils. • Exercise discretion in ensuring the integrity and sound conduct of the Assembly. • Ensure that the design and conduct of the Assembly are consistent with good democratic practices.
		Roles and Responsibilities of the Advisory Working Group The Citizen's assembly has the option to form a Working Group to support the work of the Citizens' Assembly. The role of the Working Group is to provide guidance to the Facilitator and Assembly in order to: • Ensure that the design and conduct of the Assembly are consistent with good democratic practices. • Ensure that the Assembly's learning program is balanced, adequate and reflects a range of reasonable perspectives. The Working Group will not comment on the recommendations made by the Citizens' Assembly.	==(Victoria proposes to strike this proposed language Saanich considering it)==

	Saanich	Victoria	**Recommendations for Council**
		The members of the Working Group will be approved by the Councils of the District of Saanich and City of Victoria and will include representatives with well-regarded expertise in local government operation, deliberative processes and governance.	
8.3 (Saa) **8.4 (Vic)**	**Roles and Responsibilities of the Victoria and Saanich community** All residents of Saanich and Victoria have a role to play in assisting and ensuring the success of the Assembly. Members of the community are encouraged to participate and: 8.3.1 Attend public roundtable meetings hosted by members of the Assembly to discuss its progress and solicit community perspectives. 8.3.2 Attend occasional open sessions of the Assembly to observe its proceedings. 8.3.3 Submit ideas to the Assembly website and review regular public updates.	**Roles and Responsibilities of the Victoria and Saanich community** All residents of Saanich and Victoria have a role to play in assisting and ensuring the success of the Citizens' Assembly. Members of the community are encouraged to participate and: • Attend public roundtables meetings hosted by members of the Citizens' Assembly to discuss its progress and solicit community perspectives. • Submit ideas to the Assembly website, and review regular public updates.	**Roles and Responsibilities of the Victoria and Saanich community** All residents of Saanich and Victoria have a role to play in assisting and ensuring the success of the Citizens' Assembly. Members of the community are encouraged to participate and: • Attend public roundtables meetings hosted by members of the Citizens' Assembly to discuss its progress and solicit community perspectives. • Submit ideas to the Assembly website, and review regular public updates.
8.4	**Roles and Responsibilities of the City of Victoria and the District of Saanich**		
8.4 (Saa) **8.5 (Vic)**	The District of Saanich and City of Victoria will respect and support the independence and integrity of the Assembly and municipal elected officials and staff will remain at arm's length during deliberations of the Assembly. Municipal staff will endeavour to: 8.4.1 Provide logistical support for Assembly activities, including venue booking, providing food, and additional supports as needed; 8.4.2 Provide expertise and access to existing strategic plans, financial and other documents; and	The role of the municipal elected officials and staff is to support the Citizens' Assembly. The municipalities will endeavour to: • Provide expertise and access to existing strategic, plan, financial and other documents. • Give careful and timely consideration to the Citizens' Assembly's final report. Provide logistical support for Assembly activities, including venue booking, food, and additional supports as needed. The District of Saanich and City of Victoria will	The District of Saanich and City of Victoria will respect and support the independence and integrity of the Assembly and municipal elected officials and staff will remain at arm's length during deliberations of the Assembly and will not comment publicly on the work of the Assembly while it is underway. Municipal staff will endeavour to: 8.4.1 Provide logistical support for Assembly activities, including venue booking, providing food, and additional supports as needed;

		Saanich	Victoria	**Recommendations for Council**
		8.4.3 Give careful and timely consideration to the Assembly's Final Report.	respect and support the independence and integrity of the Citizens' Assembly	8.4.2 Provide expertise and access to existing strategic plans, financial and other documents; and 8.4.3 Give careful and timely consideration to the Assembly's Final Report. (Victoria agrees to this wording with the additional language)
9.0		**Decision making of the Assembly**		
		Wherever possible decisions will be made on the consensus of its members. It is expected that discussion, debate and decision-making of the Assembly will be undertaken in accordance with Robert's Rules of Order. Divergent views are to be respected in this process including the opportunity for their expression in a Minority Report of the Assembly submitted to the Municipal Councils of Saanich and Victoria.	It is expected that discussion, debate and decision making of the Citizens' Assembly will be undertaken based on consensus of members. If members feel that consensus based decision making is not working at any given point in the deliberations, a group of three members may request that the Facilitator call a vote on any given matter. Once three members ask for this, the Facilitator must ask the assembly to decide the matter by vote. Divergent views are to be respected in this process including the opportunity for their expression in the Final Report of the Assembly submitted to Saanich and Victoria Councils.	Wherever possible decisions will be made on the consensus of its members. It is expected that discussion, debate and decision-making of the Assembly will be undertaken in accordance with Robert's Rules of Order. As per section 8.2 above, if consensus cannot be a group of three members representing Saanich and three members representing Victoria may request that the Chair call a vote on any given matter. Once the six members ask for this, the Chair must ask the assembly to decide the matter by vote. Saanich considering the number(s) Divergent views are to be respected in this process including the opportunity for their expression in a Minority Report of the Assembly submitted to Saanich and Victoria Councils. (Victoria agrees to this wording with the additional language)
10.0		**Process Concerns**		
			If the facilitator or the majority of the members of the citizens' assembly lose confidence in the process, there is an appeal for review to the Council of Saanich and	If the Chair or the majority of the members of the Citizens' Assembly lose confidence in the process, there is an appeal for a review to a joint Council meeting of Saanich and Victoria Councils.

Saanich	Victoria	**Recommendations for Council**
	Victoria through the Joint Standing Committee.	