



**CITY OF VICTORIA**  
**Committee of the Whole Report**  
**For the Meeting of December 5, 2019**

**To:** Committee of the Whole **Date:** November 27, 2019  
**From:** Chris Coates, City Clerk  
**Subject:** Update Report - Citizen’s Assembly Terms of Reference

**RECOMMENDATION**

That Council receive this report for information

**EXECUTIVE SUMMARY**

On September 12, 2019 Council endorsed alterations to the Draft Terms of Reference for the Citizen’s Assembly. On October 7, 2019 Saanich Council endorsed changes as well.

There are several areas where differences still remain in terms of the documents each Council has endorsed. These are highlighted in the table below:

	<b>Saanich</b>	<b>Victoria</b>
3.3	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 <b>resulting from amalgamation.</b>
3.4	Cultural and land use priorities and similarities and differences of the two municipalities.	Cultural and land use priorities and similarities and differences of the two municipalities <b>and any anticipated impacts arising from amalgamation.</b> Balance of the issues of economy of scale with community identity and representation.
3.6	All analysis and recommendations of the Assembly are informed and mindful of the <b>ongoing work with local First Nations towards Reconciliation.</b>	All analysis and recommendations of the Assembly are informed and mindful of the <b>ongoing reconciliation work with local First Nations.</b>
5.0	The Assembly will convene during <b>6-12</b> 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	The Assembly will convene during <b>4-12</b> 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

	multiple public roundtable meetings in both municipalities during the 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.	municipalities during the 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.
6.3	The Assembly will deliver its report to the municipalities no later than <b>60 days after the last Assembly meeting</b> . 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, any correspondence provided by individual members, and a "Minority Report" that documents any dissenting perspectives.	The Assembly will deliver its report to the municipalities no later than <b>April 2020</b> . 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, any correspondence provided by individual members, and a "Minority Report" that documents any dissenting perspectives.
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 <b>Citizens'</b> Assembly will present <b>this report</b> to the <b>respective</b> Municipal Councils of <del>Saanich and Victoria</del> , which may, at their discretion, refer the report to <b>the respective municipalities' Staff</b> for comment, response and clarification, where appropriate, prior to considering the final recommendations.
7.2	The Assembly will consist of <b>75</b> members. In order to be eligible to serve on the Assembly, an applicant must:	The Assembly will consist of <b>73</b> members. In order to be eligible to serve on the Assembly, an applicant must:
7.2.5	<b>The Chair will work to ensure that individuals who participate in the Assembly will begin the process with an open mind.</b>	<b>Applicants will declare whether they are a board member of an organization that would place them in conflict in participating in the process.</b>
7.3	<u>Assembly Composition</u> Based on the most recent (2016) census data, 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 – <b>43</b> members from Saanich, <b>32</b> members from Victoria (based on BC Statistics population data);	<u>Assembly Composition</u> The Assembly will generally reflect the composition of the population of the two municipalities 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 – <b>42</b> members from Saanich, <b>31</b> members from Victoria (based on BC Statistics population data); <b>7.3.5 At least five members who self-identify as Aboriginal (check % of census data);</b> 7.3.6 A proportionate number of urban and rural residents.

	<p>7.3.5 A proportionate number of members of First Nations from the two municipalities; and</p> <p>7.3.6 A proportionate number of urban and rural residents.</p>	<p>NOTE: The proportionate number of participants will be a product of the final number of the Assembly.</p>
7.4	<p>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.</p>	<p>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 to ensure participation is inclusive to people of all income levels. Members of the Assembly will be asked if they wish to waive receipt of the honorarium to safeguard municipal funds. Assistance will also be provided to those members with differing physical or learning abilities.</p>

Council can consider the differences remaining in the draft Terms of Reference. Once there is agreement on the Terms of Reference, staff from Saanich and Victoria will provide a next steps report to outline the process moving forward. There are minor numbering irregularities between the two versions that would be addressed in the final version once the specific terms are confirmed.

Respectfully submitted,

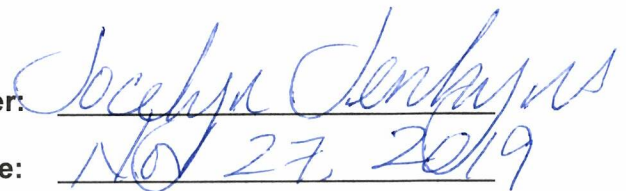


Chris Coates  
City Clerk



Susanne Thompson  
Deputy City Manager/CFO

Report accepted and recommended by the City Manager:



Date:

NOV 27, 2019

**List of Attachments**

Attachment A – Victoria Council version Citizen’s Assembly Terms of Reference