

## **Terms of Reference for Joint Council Citizens Assembly Subcommittee – Victoria City Council Endorsed**

### **Reporting and Record Keeping**

1. The Subcommittee has no independent decision-making authority and will report after each meeting to Saanich and Victoria Councils in a written report that outlines the proposals the Subcommittee wishes the Councils to consider.
2. The Minutes of Subcommittee meetings will be displayed on both Saanich and Victoria websites where minutes of meetings are customarily displayed.

### **Composition and Decision Making**

1. The Subcommittee will be comprised of the Citizens Assembly Council Subcommittees of Saanich and Victoria, namely four members from Saanich Council and four members from Victoria Council.
2. The Mayors of Saanich and Victoria will Co-Chair the Subcommittee.
3. The Subcommittee will operate using Robert's Rules of order and majority vote for decision making. At the request / suggestion of either Co-Chair, the Subcommittee may break into "workshop" mode to be able to discuss items or proposals without a motion on the table; this will build understanding, collegiality and the potential for consensus. Before a decision is made on any topic, the Subcommittee will move back into Rules of Order mode.

### **Mandate**

1. The Subcommittee will work with the Draft Terms of Reference for the Citizens Assembly prepared by both Councils and will work to achieve a finalized Terms of Reference to be presented to both Councils for consideration and adoption.
2. Working with staff from both Saanich and Victoria, the Subcommittee will prepare a proposed budget and workplan for the Citizens Assembly Project, including technical analysis, communications, etc. for consideration by both Councils, and then, once approved by both Councils, for consideration of the Provincial government and to support an application for funding the work of the Citizen's Assembly process.
3. Working with staff from both Saanich and Victoria, the Subcommittee will oversee the creation of a Request for Proposals based on the approved Terms of Reference, to be presented to both Councils for consideration and adoption.

### **Staff Support**

1. The Subcommittee will be supported by Saanich and Victoria staff namely the City Clerks, City Managers and a recording secretary to alternate between Saanich and Victoria depending on where the meeting is held.

## **Meetings**

1. All meetings will be open to the public and webcast. Meetings will alternate between Saanich District Hall and Victoria City Hall.
2. Meetings will be held at the call of the Co-Chairs on an as-needed basis.

## **Relationship to Citizens Assembly**

1. Once the Citizens Assembly is underway it will be completely free from political oversight.
2. However, as per the Citizens Assembly Terms of Reference, 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 Victoria through the Subcommittee.